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A

MANUAL OF SERVICE

— FOR THE —

FIFTH BRIGADE,
NATIONAL GUARD ^{OF} PENNSYLVANIA.

COMPILED BY
BRIGADIER GENERAL HUIDEKOPER.

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1879.

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BRIGADIER GENERAL HUIDEKOPER.

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SOLDIER IN THE BRIGADE.

MEADVILLE, PENN'A.  
CRAWFORD JOURNAL PRINT.

1879.

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## INTRODUCTORY.

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HEADQUARTERS 5TH BRIGADE,  
NATIONAL GUARD OF PENNSYLVANIA,  
MEADVILLE, JUNE 10, 1879.

These few pages have been prepared to partially meet a want experienced by every new officer and soldier, and by many old ones, viz: that of having a ready reference book of the customs of the service, which will indicate in general the duties of each, and what should be done on particular occasions. These in active service can be learned by observation, but in the National Guard service there is not this opportunity, and the willingness always manifested by the individuals of my commands (the old 20th and 7th Divisions and the present 5th Brigade) to avail themselves of every means of instruction, leads me to believe that my efforts to assist them will not be without good results.

Compiled at leisure moments outside of business hours, and in haste for issue before any service that might be required this summer in encampments or otherwise, the "Manual" is necessarily incomplete and needs replacing by a carefully prepared volume, which our most efficient Adjutant General, General J. W. Latta, promises from the hands of a board of officers, whose military education will insure absolute correctness.

The reader will notice that I have drawn largely on

the Army Regulations, Upton's Tactics, the laws of Pennsylvania, the Customs of Service, Wingate's Rifle Practice, and on the Regulations of the Massachusetts Vol. Militia, without crediting the sections borrowed from each, and I would here acknowledge the invaluable assistance rendered by General Geo. A. Forsyth, of Lieutenant General Sheridan's staff, whose interest in a National Militia has induced him to aid me by many suggestions and by a review of the entire matter, to see that it was in accordance with customs of the regular service so far as the two services can be alike. I would also acknowledge similar assistance received from Adjutant General Latta, of Pennsylvania, whose approval of the regulations herein contained warrants me in offering them as a guide for the officers and men of this command. In addition to these gentlemen, Adjutant General Townsend, of the Regular Army; Major General Emory Upton, of the Regular Army; Major J. A. Smith, of the Engineers, and Major C. O. Wood, formerly of the 9th Reg't U. S. Infantry, have kindly aided me in points about which I have had occasion to ask their assistance.

H. S. HUIDEKOPER,  
Brigadier General.

## ARTICLE I.

*In General.*

1. The President of the United States is Commander-in-chief of the Army and Navy of the United States, and of the militia of the several States, when called into the service of the United States.

2. The President may call forth the militia to execute the laws of the United States, to suppress insurrection or to repel invasion.

3. When employed in the service of the United States, the militia are subject to the same rules and regulations and articles of war, as are the troops of the United States, but courts martial for the trial of militia shall be composed of militia officers only, and there is reserved to the States the right to appoint officers for the militia regiments and companies.

4. When ordered into the service of the United States, the militia will be sworn into that service.

5. The National Guard is that part of the militia force of the State, which, upon volunteering, is kept in a state of drill and discipline, ready for immediate service under the provisions of the laws of the Commonwealth.

6. When an emergency arises, the National Guard will be first called upon for active service.

7. When only a portion of the militia of the State is drawn upon for United States service, the National Guard will first be called upon to volunteer for such term of service as the President may designate.

8. The Governor is *ex-officio* Commander-in-chief of the militia.

9. In the absence of provisions of the laws of the State for the militia, they will be governed by the laws of the United States and customs of the regular service, in organization and in the system of discipline and exercise.

## ARTICLE II.

*Discipline.*

10. Discipline, in its military sense, is that condition of things among troops which insures—

I. Unhesitating obedience to orders.

II. The strict enforcement of orders.

III. The proper observance of military etiquette.

IV. The health and comfort of the troops.

V. Care of military property.

VI. Uniformity in matters of detail and correspondence.

Neglect in applying the means which may attain these ends is breach of discipline.

11. Courtesy among military men is indispensable, and no man can be a good officer or soldier who neglects the rules which govern military etiquette.

12. All inferiors are required to obey strictly, and to execute with alacrity and good faith, the lawful orders of the superiors appointed over them.

13. Military authority is to be exercised with firmness, but with kindness and justness to inferiors. Punishments shall be strictly conformable to military usage.

14. Superiors of every grade are forbidden to injure those under them by tyrannical or capricious conduct or by abusive language.

15. When on duty, familiarity between officers and non-commissioned officers, between officers and soldiers, and between non-commissioned officers and soldiers is to be discountenanced.

16. Each subordinate should have complete and exclusive control of his own command, and any orders or instructions to it should be issued to the commander, and to none other.

17. Commanders of organizations are required to have their non-commissioned officers properly instructed, and to see that they are obeyed by the men.

18. Deliberations or discussions among military men, conveying praise or censure, or any mark of approbation towards others in the military service, and all publications relative to transactions between military men, either of an official or personal nature, whether newspaper or pamphlet or hand-bill, are unmilitary and injurious to the public interest.

19. Any officer or soldier who shall strike his superior officer, or draw or lift up any weapon, or offer any violence against him, being in the execution of his office, on any pretense whatever, or shall disobey any lawful command of his superior officer, shall suffer death, or such other punishment as shall, according to the nature of his offense, be inflicted upon him by the sentence of a court-martial.

20. All crimes not capital, and all disorders and neglects of which officers and soldiers may be guilty, to the prejudice of good order and military discipline, though not mentioned in the foregoing articles of war, are to be taken cognizance of by a general or regimental court-martial, according to the nature and degree of the offense, and be punished at their discretion.

### A R T I C L E III.

#### *Honors to be paid by Troops.*

21. The President, a sovereign, the chief magistrate of a foreign nation and members of a royal family are saluted with the highest honors, all standards and colors dropping, officers and troops saluting, bands, trumpets, or field music scunding the President's March.

The artillery salute is twenty-one guns.

22. The Governor of this State, a General commanding-in-chief, the Admiral, the Vice President, members of the Cabinet, the Chief Justice, the Speaker of the House of Representatives of the United States are saluted with standards and colors dropping, officers and troops saluting, bands, trumpets or music sounding the General's March.

The artillery salute is nineteen guns for the Vice President and seventeen for the other officers.

23. The Lieutenant General, the Vice Admiral, American and foreign envoys and ministers are saluted with standards and colors dropping, officers and troops saluting, trumpets sounding three flourishes, or drums beating three ruffles.

The artillery salute is fifteen guns.

24. A Major General is saluted with standards and colors dropping, officers and troops saluting, trumpets sounding two flourishes, or drums beating two ruffles.

The artillery salute is thirteen guns.

25. A brigadier general is saluted with standards and colors dropping, officers and troops saluting, trumpets sounding one flourish, or drums beating one ruffle.

The artillery salute is eleven guns.

26. Officers of foreign services visiting any port or station are saluted with honors due to their rank. Colors are not to be dropped to any officer below the rank of a brigadier general.

27. A general officer is saluted only once in a year at each post or station, and then only when notice of his intention to visit the post has been given. Salutes to individuals are fired so soon after their arrival as practicable.

28. A national salute will be fired at noon on the anniversary of the Independence of the United States at every military post provided with artillery and ammunition one gun for every State in the Union.

29. No honors are paid by troops moving in double time.

30. General officers are to be saluted by all bodies of troops commanded by officers of lower grade. The commanding officer is saluted by all bodies of troops or detachments of his command.

31. Troops in march salute officers entitled to the compliment, and salute other bodies of troops, or return their compliments with closed ranks and carried arms, officers saluting.

32. Troops upon route marches and at halt on these marches as a body, pay no compliments. Troops passing the headquarters of an officer superior in rank to



their commanding officer render the salute to which such superior is entitled.

33. All guards are to turn out and present arms to officers entitled to the compliment, so often as they pass them, except the personal guards of general officers, which turn out only to the general whose guard they are and to officers his superior in rank

34. The officers entitled to the compliment of a camp guard are: all general officers, the commanding officer, whether a field officer or an officer of less rank, and officers of the day.

35. All guards are to be under arms when armed parties approach their posts, and to parties commanded by commissioned officers they are to present arms, drums beating a march, officers saluting; to parties commanded by a non-commissioned officer they stand at a carry.

The national or regimental colors passing a guard or other armed body of men are to be saluted, the trumpets or field music sounding a march.

36. When general officers or persons entitled to a salute pass in rear of a guard it does not salute, but stands at a carry, faced to the front.

37. No compliments are paid by a guard or troops between retreat and reveille.

38. When an officer enters a room ~~or company street~~ where there are soldiers, the word "attention" is given by some one who perceives him, when all rise, remaining standing in the position of the soldier, and preserve silence until the officer leaves the room or directs otherwise. If at meals or actually at work, they will not rise.

39. When a ship enters a harbor or passes a fortification and salutes the American flag, the nearest fort or battery, or if there are several within six miles, the principal one will return the salute with twenty-one guns or gun for gun.

## ARTICLE IV.

### *Funeral Honors.*

40. Funeral escorts are allowed as follows: General commanding-in-chief, a regiment of infantry, a battalion of cavalry, and two batteries of artillery; a lieutenant-

general, a regiment of infantry, a battalion of cavalry, and a battery of artillery; a major-general, a regiment of infantry, two companies of cavalry, and a battery of artillery; a brigadier-general, a regiment of infantry, a company of cavalry, and a platoon of artillery; a colonel, a regiment; a lieutenant-colonel, six companies; major, four companies; captain, one company; subaltern, half a company; non-commissioned staff-officer and a sergeant, sixteen privates, commanded by a sergeant; corporal, twelve privates, commanded by a corporal; private, eight privates, commanded by a corporal. An officer's escort, when practicable, is commanded by an officer of the same grade.

## ARTICLE V.

### *Escorts of Honor.*

41. Escorts of honor are detailed for the purpose of receiving and escorting personages of high rank, civil or military. The troops for this purpose are selected for their soldierly appearance and superior discipline. The escort is drawn up in line, bayonets fixed, the centre opposite the place where the personage presents himself, with an interval between the wings to receive him and ~~his staff, the band~~ on the flank of the escort to and which it will march. On the appearance of the personage, he is received with the honors due to his rank. When he has taken his place in the line, the escort is formed into a column of companies, platoons, or fours, and takes up the march. On leaving, the escort line is formed, and the same honors are paid as before. When the position of the escort is at a considerable distance from the point where the person is to be received, as, for instance, where a court-yard or wharf intervenes, a double line of sentinels is posted from that point to the escort, facing inward, the sentinels successively salute as he passes, and are then relieved and join the escort. An officer is appointed to attend him, to bear such communications as he may have to make to the commander of the escort.

42. When a body of troops is to be taken in escort by another body of troops, the following regulations will be

observed so far as practicable; they apply to regiments of infantry, but may be applied in principle to any body of troops.

43. The regiment which is to perform the escort will be drawn up in line with closed ranks, arms carried, the music generally on the flank toward which the regiment is to march. The line will be formed in such manner as to give the greatest possible room for the march in its front of the troops to be escorted, as hereafter provided.

44. The commanding officer takes post in front of the colors, if there is room; if not, he takes post on the flank of the regiment nearest the music. If there be not room for the field, staff, and non-commissioned staff in rear of the regiment as prescribed by tactics, they take posts on the line of the front rank, as follows: Field officers on the flanks of their respective wings, the staff, in order of rank from right to left, on the flank nearest the music; the non-commissioned staff in like order on the opposite flank between the field officer and the regiment. The interval between the music and the regiment may be extended for this arrangement.

45. These dispositions having been made, the officer commanding the escort will send an officer to attend the officer commanding the troops to be escorted, and to inform him that the escort is in readiness.

46. The commander of the troops to be escorted will then form them in column of companies, platoons or fours, as may be best adapted to the space through which they are to pass, and put them in march, announcing the guide on the side toward the escort, if in column of companies or platoons; or changing the file-closers to the side away from the escort, if not already there, if in column of fours. The music plays at the command march.

47. The commander of the escort, upon the approach of the troops to be escorted, commands, *present arms* and keeps his men in this position until his entire line is cleared. He then commands, *carry arms*; and, if he deems expedient, may order *arms*, and allow *in place rest*.

48. If troops to be escorted pass in this way several regiments, each regimental commander gives the necessary commands to his own regiment.

49. The music of the regiment which is stationary does not play ; the field music or trumpeters give three ruffles, or sound a march, when the colors of the marching regiment pass the position of the music.

50. All officers of the troops in march salute when passing the colors of a regiment, and when passing its commanding officer, if he is on its flank.

51. The troops to be escorted having cleared the front of their escort by at least twenty yards, the commanding officer will form line as above prescribed for the escort, according to the space available.

52. Upon seeing this disposition complete, the commanding officer of the escort will form in column, and march past in his turn, as above prescribed.

53. The march is then taken up, the troops to be escorted forming column as soon as their front is cleared, and following their escort.

54. If the march is to be long, medical officers should be sent to the rear of regiments, and all other precautions possible should be taken for the comfort of the troops.

55. Upon arriving at the end of the march, the escort again forms line, and the troops it has escorted pass it as above prescribed. This concludes the ceremony of the escort, and the officer who was detailed to attend the commanding officer of the troops escorted returns to his own command.

56. When the escort is a brigade of troops, the commander and the brigade band will take post on the flank towards the troops to be escorted. When the troops to be escorted are so numerous as to make it impossible for the escort to stand at present arms during the march past, the commander of the escort will cause arms to be presented when the head of the passing brigade reaches a point opposite the centre of the escorting force, and carry arms when the head of the passing brigade has passed beyond the extreme of his command. The music of the escort will give three ruffles as the colors of each regiment pass. Colors will salute each other by lowering the standard as they pass.

## ARTICLE VI.

*Salutes by Officers.*

57. All officers salute each other, the inferior making the first salute.

58. Officers under arms salute with the sword or hand, according as the sword is drawn or in the scabbard.

59. Officers salute with the sword or hand in making and receiving all official reports, the junior making the first salute

60. On official occasions, officers, when under arms in doors, do not uncover, but they salute with the sword or hand, according as the sword is drawn or in the scabbard; when in doors and not under arms, they uncover and stand at attention, but do not salute.

61. An officer mounted, dismounts before addressing a superior officer not mounted.

62. Officers in citizen's dress are saluted in the same manner as when in uniform.

63. Officers salute as prescribed in the tactics, the palm of the hand towards the head.

64. Officers in uniform, out of doors, will on no occasion remove their hats and caps in saluting or returning salutes, except as follows, viz :

I. The officer of the day when the guard passes in review removes his hat, holding it over the left shoulder.

II. An officer reviewing troops acknowledges the present arms of the troops in line and the salute of the colonels and of the colors, when passing him in review, by raising his hat.

III. An officer receiving compliments from bodies of troops carrying colors, will return the color salute and that of the colonels and higher officers by raising his hat.

65. Officers must acknowledge all salutes given them by saluting in return.

66. When several officers in company are saluted, all who are entitled to the salute return it, but when troops are passing in review, only the reviewing officer acknowledges the salute given by the colors and officers.

## ARTICLE VII.

*Salutes by non-commissioned Officers and Privates.*

67. Sergeants with swords drawn will salute by bringing them to a present; with muskets by bringing the left hand across the body, palm down, so as to strike the musket near the shoulder. Corporals, out of ranks, and privates, not sentries in a box, will bring their muskets to a carry as sergeants and salute in a like manner.

68. In paying compliments, sergeants in ranks or acting as file closers, salute at command *present arms*, the same as privates.

69. Whenever a soldier without arms passes an officer he salutes with the hand farthest from the officer, palm down. A soldier mounted salutes with the right hand.

70. A soldier being seated and without particular occupation, rises on the approach of an officer, faces towards him and salutes; if standing, he faces towards him for the same purpose. If the parties remain on the same ground such compliments need not be repeated.

71. If actually at work soldiers do not cease it to salute an officer unless addressed by him.

72. A soldier or non-commissioned officer, when he addresses an officer or is spoken to by one, salutes; on receiving the answer or communication from the officer, he again salutes on turning to go away.

73. A non-commissioned officer or private in command of a detachment without arms, salutes all officers with the hand. If the detachment be armed, the pieces are first brought to a carry and the non-commissioned officer or private salutes as prescribed for a sergeant.

74. Soldiers marching in ranks without arms do not salute.

75. When a soldier armed enters an officer's quarters he simply makes the required salute and does not take off his cap, but without arms or side arms only, he takes off his cap and stands in the position of a soldier and delivers his message, or communicates what he came for, in as few words as possible and to the point.

76. When a soldier enters an officer's quarters he remains standing in the position of a soldier until invited to sit down.

77. When soldiers are in a room and an officer enters, they rise and remain standing until invited to sit down.

78. When a soldier approaches a tent to speak to an officer inside, he will stop outside in the position of a soldier. If he can be seen by the officer, he will salute and deliver his message, not entering unless invited. Should the officer not see him, he will speak the name of the officer and then salute. Upon leaving, and when outside the tent, the salute is repeated, the soldier facing the officer for that purpose. If the front of the tent is closed, the soldier will speak the name of the officer and will await his answer, without saluting. If the officer invites him in, he will uncover, not saluting. If, to answer him, the officer appears, the customary salute will be given ; if then invited in, the cap is removed.

79. No salutes are ever given when the head is uncovered.

80. A mounted soldier before addressing an officer not mounted, dismounts and salutes.

81. The sergeant's salute is also used by corporals and privates out of ranks, armed with muskets, when not sentinels, in saluting all officers, all troops, and the colors.

82. Where an infantryman salutes with a *sergeant's salute* dismounted artillery and cavalry soldiers with sabers drawn, *present sabers*. Where infantrymen salute with *carry arms*, dismounted soldiers salute with *carry sabers*.

83. As concerns military etiquette, a large armory with a reception or business room attached, and an armory while troops are in it under arms, may be considered as out-of-doors. A small armory without a reception or business room should, unless troops are in it under arms, be considered as in-doors.

## ARTICLE VIII.

### *Salutes by Sentinels.*

84. Sentinels salute generals, colonels, lieutenant-colonels, majors, officers of the day, commanding officers and armed bodies of troops commanded by a commissioned officer, and the colors, with *present arms*.

85. Sentinels salute captains and lieutenants not officers of the day nor commanding officers, and detachments commanded by non-commissioned officers, with the sergeant's salute.

86. Upon the approach of a party entitled to a salute, sentinels halt, face outward from the place they guard, and when the parties approach in front or rear to within six paces, the salute is given. The sentinel remains in this position until the party has had time to pass six paces, when the salute is ended and the sentinel faces right or left and resumes his walk.

87. A sentry in a box salutes by standing at an *order arms* and striking the musket with the left hand, the same as is done in the sergeant's salute.

88. The same courtesies are to be extended to officers and troops of the navy and marine corps of the United States and to individuals referred to in sections 21 and 26, inclusive.

89. Between retreat and reveille sentinels do not salute. Between retreat and dusk, when sentinels commence challenging, and daylight and reveille, they stand at a carry arms, faced to the proper point, upon the approach of all officers and troops entitled to compliments.

90. Where an infantryman salutes by presenting arms, a dismounted soldier presents arms. Where an infantryman uses the sergeant's salute, a dismounted soldier with saber drawn ~~stands at a carry~~.

## ARTICLE IX.

### *Rank and Command.*

91. Officers and non-commissioned officers take rank in the order following :

Major-General,  
Brigadier-General,  
Colonel,  
Lieutenant-Colonel,  
Major,  
Captain,  
First Lieutenant,  
Second Lieutenant,  
Sergeant-Major,



Quartermaster Sergeant,  
Commissary Sergeant,  
Hospital Steward,  
First Sergeant,  
Sergeant,  
Corporal.

92. Officers of different arms, commissioned on the same day, rank thus, artillery, cavalry, infantry.

93. Officers and non-commissioned officers of the same grade take rank according to the date of their commissions or warrants.

94. When commissions and warrants are of the same date reference is made to, 1st, rank in the United States Army, regular or volunteer service; 2nd, service in the United States Army, regular or volunteer; 3rd, rank or service in the National Guard; 4th, lots to be drawn.

95. Staff officers shall not assume command of troops when an officer of the line is present on duty therewith. When no commissioned officer is present on duty they will, by virtue of their commissions, assume command of all enlisted men.

96. When troops of different commands happen to join, move, or do duty together, the officer highest in rank of the line will assume command of the whole and give the necessary order for their arrangement, unless otherwise especially directed by competent authority.

97. Officers in the regular service outrank volunteer or militia officers of the same grade.

## A R T I C L E X.

### *Classification.*

98. The National Guard may be classified as follows :

I. General officers, viz :

One Major-General.

Five Brigadier Generals.

II. Staff officers, viz.:

Such officers as are commissioned to assist the com-

mander-in-chief or commanding officers in the general duties of their office or in special departments.

III. The Line, viz :

Artillery,  
Cavalry,  
Infantry.

## A R T I C L E X I.

### *Arrangement of Troops.*

99. When on parade, troops are arranged in regular order, infantry, artillery, cavalry. In each arm troops are arranged in regular order, thus: United States regulars, United States volunteers, militia, military organizations with chartered rights, whose officers are not in commission.

100. Brigades are formed in regular order, according to the rank of the commander, the senior first, the second in rank second, and so on. Regiments are formed in the same manner.

101. Companies are formed thus, the senior captain takes place with his company on the right of the regiment, the second in rank on the left, the third on the right of the center, and so on, as prescribed in Upton's tactics.

102. On other occasions, brigades and regiments are assigned positions by the commander, as he may deem expedient.

## A R T I C L E X I I.

### *Organization of New Companies.*

103. Fifty or more citizens desiring to organize a company will, upon a proper blank, to be had from the adjutant-general's office, or brigade headquarters, petition the commander-in-chief to be allowed to complete the organization and elect officers for the company. The petition, attested by the mayor of a city or a commissioner of a county, will be forwarded to the brigade commander, who will duly forward it in turn, accompanying it with a communication stating he knows of the general character of the petitioners, to what regiment the com-

pany from its locality should be attached, and with such remarks as he may deem advisable in the case.

104. The active person in recruiting the company should sign the petition first, as to the first petitioner the books and papers are sent, and upon him should devolve the business of the company until the permanent officers are elected.

105. If the petition should be granted, the brigade commander will be so notified, and will be authorized to order an election of officers. A special order will then be issued, addressed to the persons first named in the petition, to whom a full supply of company books and blanks will be sent. This person should proceed at once to recruit the company as prescribed below, so as to have no delay at the time of the election. Among the blanks will be enlistment papers, which each petitioner or recruit should sign in duplicate, in addition to signing the enlistment book, as prescribed by law. The signing of either will be a legal enlistment.

106. The roll in the company enlistment book will be considered the original roll of the company referred to in the laws governing the National Guard. The names of such persons as are not present at the election and have not signed the enlistment book, but who have enlisted by signing the enlistment papers, will be entered in pencil in the enlistment book as members of the company until such time as each can sign the book.

107. In the absence of a medical officer any physician in good standing may certify as to the physical condition of recruits. He can, however, have no legal claim against the company or State for such services.

108. The recruits will be sworn into service by the officer holding the election, or by any staff, field or general officer, and such officer shall so note it on the enlistment papers.

109. Until fifty enlistments have been recorded in the book as prescribed above, no election can be proceeded with.

110. Members whose names are in pencil in the company enlistment book, must be represented by the duplicate enlistment papers, provided they are necessary to

make up the minimum number of men. Their papers need not necessarily be signed by a mustering and medical officer, but it should be done if possible.

111. The maximum allowed to a company is sixty enlisted men.

112. The officer presiding at the election must rank so high as captain, and before proceeding to the election he will satisfy himself that the roll bears the names of fifty bona fide enlisted men, that ten days' notice of the election has been given by publication of the special order in a well-circulated local newspaper, or that the members of the company have had in other ways ten days' notice, and he will see that each man present, before he votes, has signed both enlistment papers and the enlistment book and has been duly sworn. He will also read the special order, authorizing the election.

113. All votes must be cast by written or printed ballot, and a majority of the votes elect. At least forty members must be present at the first election of a company.

114. The presiding officer, if a staff officer, or if above the rank of captain, will swear the elected officers, if present, into service, and he will forward all the papers in the case, including duplicate enlistment papers, to brigade headquarters.

115. If a company is specially recruited for a particular regiment all the papers will pass through regimental headquarters.

116. The elected captain will, unless otherwise notified, assume command of the company and proceed to fill up and forward his bond and requisitions.

117. Elections may be adjourned only twice, and not exceeding two days each time; after that, before an election can be held, another special order will be necessary with the ten days' notice.

118. All adjournments or failures to assemble at the time designated will be promptly reported to brigade headquarters by the officer detailed to preside, and by the person to whom the special order is addressed.

119. The elected captain will promptly prepare and forward to the adjutant-general, through the proper

channels, an alphabetical roll of his company, as it appeared at the time of elections.

120. Wording for enlistment by books: *We, the undersigned, having enlisted in the National Guard of Pennsylvania, and having joined—company,—regiment,—brigade, do hereby agree to faithfully discharge all the duties required by the laws governing the National Guard of this State and the by-laws, rules and regulations of this corps.*

| NAMES. | AGE. | RESIDENCE. | OCCUPATION. |
|--------|------|------------|-------------|
|--------|------|------------|-------------|

121. The naming of a company after an officer in the National Guard service is objectionable, and it should never be done.

### ARTICLE XIII.

#### *Recruits—Instruction of.*

122. Recruits should not have arms put in their hands until first properly instructed in the position of a soldier, in saluting with the hand, in marching and in wheeling; their attention while learning these principles being desired to them only. A non-commissioned officer, under the directions of an officer, is the instructor, and he should be most particular in this duty. The *salute* must be taught as in Upton, and made with precision.

This "setting up" is of the utmost importance, as a model company cannot be obtained without individual excellence, and captains should see that it is properly and thoroughly done, as each recruit comes into the service.

### ARTICLE XIV.

#### *Elections and Appointments.*

123. The major-general and the brigadier-generals are appointed by the Governor, with the approval of the Senate.

124. Field officers are elected by the written or printed votes of the company officers.

125. Company officers are elected by the written or printed votes of the enlisted men of the company.

126. Staff officers are appointed by the generals, colo-

nels or majors, on whose staffs they serve, subject to the approval of the commander-in-chief

127. Colonels and majors of battalion appoint their own non-commissioned staff, and captains appoint the non-commissioned company officers. To such non-commissioned officers a certificate of rank is issued, signed by the colonel or major of battalion, and countersigned by the adjutant. For good and sufficient reasons a colonel may disapprove the appointment of non-commissioned officers.

128. The brigade commander, upon specific authority from the adjutant-general's office, orders all elections for officers in his brigade, and in the order designates the time and place of holding the election, and the officer who will preside thereat. The officer detailed for such service must be equal or superior in rank to the officer to be elected, and he will, before proceeding to the election, read the special order convening the electors to them, and will satisfy himself that the required ten days notice has been given to them.

129. Electors will assemble in uniform, except for the election of field officers, when the company officers who have any distance to travel may appear in citizen's dress. Proxies are not allowed.

130. An election may be adjourned not oftener than twice nor exceeding two days at a time. After that another special order from brigade head quarters, with the ten days' notice, will be necessary.

131. The officer detailed to preside at an election, or, in his absence, the senior officer present, will immediately report to brigade headquarters any adjournment and the reason therefor.

132. In case of the promotion by election of an officer who is present and accepts the promotion, the electors will proceed to fill the new vacancy, provided it occurs in the same corps.

133. Before a commission is issued to an officer, he will be examined by the military board of the brigade, unless circumstances prevent an examination at the time. In such a case the commission may be issued and the examination made at a subsequent time.

134. When a vacancy occurs in a regiment or company by reason of expiration of term of service of an officer, the brigade commander may order an election to fill the vacancy without specific authority from the adjutant-general's office.

135. When in the service of the United States, officers for regiments are appointed by the Governor.

## ARTICLE XV.

### *Enlistments.*

136. A person desiring to enlist in a particular company in the National Guard, will make application to the members of the company, upon a blank (form 2) prepared for the purpose. If accepted, he will be examined by a surgeon of the regiment, or by any surgeon or physician designated by the regimental or independent company commander, and if passed, will sign the enlistment book, two enlistment papers, and be sworn into service by the company commander. The term of enlistment is for five years.

137. No one under sixteen nor above forty-five years of age, nor under 5 ft. 3 inches in height shall be enlisted except as musicians. Between the ages of sixteen and twenty-one, the written consent of the parent or guardian will be required.

## ARTICLE XVI.

### *Resignations.*

138. The Resignation of an officer shall be made upon the blank prepared for that purpose, or similar in form to it, and will be forwarded through the proper channels to the Adjutant General, to whom it is addressed; each intermediate commander will endorse the paper.

139. If an officer in arrest tenders his resignation, a copy of the charges against him, or in the absence of written charges, a report of the case shall accompany the resignation.

140. Any officer, who having tendered his resignation, quits his post or proper duties without leave, and with intent to remain permanently therefrom, prior to due notice and acceptance of the same, shall be deemed and punished as a deserter.

## ARTICLE XVII.

*Discharges.*

141. An officer may be discharged by the commander-in-chief:

I. At his own request.

II. Upon address of both Houses of the Legislature to the Governor.

III. Upon absence, without leave, for one year.

IV. When he has removed his residence out of the bounds of his command to so great a distance that in the opinion of the major-general it is inconvenient for him to exercise his command.

V. Upon sentence of court martial.

VI. When it appears to the commander-in-chief that he has become unable or unfit to discharge the duties of his office, or to exercise proper authority over his inferior officers and soldiers, or that he has been convicted of an infamous crime

VII. Upon failure to pass the board of examiners, or to appear before them.

VIII. Upon the disbandment of his command.

IX. If a staff officer, upon the request of his commander, or upon the discharge of his commander.

142. An enlisted man may be discharged:

I. Upon sentence of court martial.

II. By the colonel of the regiment, or by the captain of an independent company.

III. By the muster out of his company.

IV. To accept a commission.

V. On account of physical disability.

## ARTICLE XVIII.

*By-Laws.*

143. By-Laws, rules and regulations may be enacted by a vote of two-thirds of the members of a company, and when approved officially by the major general, they will have the same force as laws of the State so far as the officers and enlisted men of that company are concerned. They may be altered by a two-thirds vote



of the company with the approval of the major general.

The by-laws of a company should clearly specify the times for regular drills, the punishment to be imposed for non-attendance of drills, and for non-attendance of properly ordered inspections

For a violation of the by-laws, an enlisted man may, upon confirmation in general orders by the colonel or captain of independent company, be expelled by the company, and an officer be brought before a court martial and dismissed the service.

## ARTICLE XIX.

### *Desertions.*

144. Any officer who having received pay or having been duly enlisted in the service of the United States, (or of Pennsylvania) deserts the same, or any officer or soldier who deserts or persuades any other officer or soldier to desert the service of the United States, shall, in time of war, suffer death or such other punishment as a court martial may direct, and in time of peace any punishment, excepting death, which a court martial may direct.

145. No non-commissioned officer or soldier shall enlist himself in any other regiment, troop or company, without a regular discharge from the regiment, troop or company in which he last served, on penalty of being reputed a deserter and suffering accordingly.

## ARTICLE XX.

### *Absences without Leave.*

146. Every soldier, ordered out for active duty, or who shall volunteer or be drafted, who does not appear at the time and place designated \* \* \* \* \* or who has not some able-bodied and proper substitute at such time and place, or does not furnish a reasonable excuse for such non-appearance \* \* \* \* \* shall be liable to such punishment as a court martial may determine.

147. Any officer or soldier who lies out of his quarters,

garrison or camp, without leave from his superior officer, shall be punished as a court martial may direct.

148. Any soldier who absents himself from his troop, battery, company or detachment, without leave from his commanding officer, shall be punished as a court martial may direct.

149. Any officer or soldier who fails except when prevented by sickness or other necessity, to repair at the fixed time to the place of parade, exercise or other rendezvous, appointed by his commanding officer, or who goes from the same without leave from his commanding officer, before his dismissal or being relieved, shall be punished as a court martial may direct.

150. Any soldier who is found one mile from camp without leave in writing from his commanding officer, shall be punished as a court martial may direct.

151. Any soldier who quits his guard, platoon or division without leave from his superior officer, except in case of urgent necessity, shall be punished as a court martial may direct.

## ARTICLE XXI.

### *Leaves of Absence, Furloughs and Passes.*

152. When troops are on duty under law or orders, the highest commander will regulate the issue of leaves of absence to officers and of furloughs to enlisted men. When the demands of the service will permit, regimental commanders may issue passes to enlisted men, not exceeding twenty-four hours each, in time. The number of passes to each company at one time will be limited.

153. When on the march passes may be granted by the captain to such men as may have to leave the ranks temporarily, and by the captain upon the approval of the medical officer, to such as may become sick and unable to keep up. These passes must be in writing, and the first sergeant must keep a record of them; great care should, however, be taken in the exercise of this privilege.

154. Leaves of absence and furloughs will be made in the form of a special order and no other mode of granting them will be recognized.

## ARTICLE XXII.

*Arrests and Confinements.*

155. None but commanding officers have power to place officers under arrest, except for offences *expressly* designated in the following paragraph:

156. Every officer shall have power to part and quell quarrels, frays, and disorders, regardless of the rank and position of those concerned in them, whether such persons belong to his own or another regiment, company, or corps; and in such cases to order officers into arrest and soldiers into confinement, until their proper superior officer or officers are notified thereof, such notice to be immediately made or sent; and whosoever shall refuse to obey, or shall resist such an officer, though of inferior rank, or who shall draw a weapon upon him, or upon any non-commissioned officer or soldier called to assist him, shall be punished at the discretion of a court martial.

157. An officer under arrest will not wear his sword, or visit officially his commanding, or other superior officer, unless sent for; and in case of business, he will make known his object in writing.

158. Officers are not to be put in arrest for light offenses. For these, the censure of the commanding officer will, in most cases, answer the purposes of discipline.

159. If an officer, or soldier against whom charges have been preferred and approved, and upon whom a court-martial is ordered, shall not have been placed in arrest, the authority ordering the court shall, at the time of such ordering, cause the arrest to be made.

160. An officer in arrest may have his limits fixed by his commanding officer at the time of his arrest. Close confinement is not to be resorted to, unless under circumstances of an aggravated character. Unless in close arrest, when he is restricted to his quarters, an officer may go to and from his mess-house, if within the limits of the post.

161. Medical officers may be required to discharge their ordinary duties while under arrest, and in ordinary cases, and where inconvenience to the service would re-

sult from it, a medical officer will not be put in arrest until the court martial for his trial convenes.

162. Non-commissioned officers for ordinary offenses are placed in arrest; only in grave cases are they put in confinement, and, if confinement is approved, reduction shall immediately follow.

163. Private soldiers and musicians are generally placed in confinement, unless their offenses are of such a light nature that immediate punishment, sanctioned by custom, or law, and not requiring confinement or court martial, is sufficient.

164. On the march, company officers and non-commissioned officers in arrest follow in the rear of their respective companies, unless otherwise specially ordered; field officers, commissioned and non-commissioned staff officers, under the same circumstances follow in the rear of their respective regiments. Other persons in arrest will be under the conduct of a camp-guard, or a detachment from it.

165. Company commanders will inquire into the circumstances of any offense before ordering or confirming the confinement of a soldier. Except to restrain violent men and disturbers of the peace and preserve the good order of the company or garrison, soldiers will not be confined by non-commissioned officers; and in every case such confinement will be immediately reported to the immediate commanding officer of the soldier confined.

166. No officer or non-commissioned officer should lay hands on a soldier when inferiors are present or within call, who can be ordered to secure him, nor should a drunken man be confined in the same room with other prisoners when he can be placed in a separate room or cell.

167. Prisoners placed under guard, with written charges signed by an officer, will not be released, except by direction of the commanding officer.

168. The arms and accoutrements of soldiers in arrest or confinement will be deposited with the first sergeants of companies. Should it be deemed unsafe to allow the prisoners on a march to carry their arms, they will be transported with the baggage of the company; otherwise the prisoners will be made to carry them.

169. An officer in arrest is under no pretext to quit his tent, or quarters, while serving with troops, dressed otherwise than in uniform, but without his sword.

170. Whenever any officer shall be charged with a crime, he shall be arrested and confined in his barracks, quarters or tent, and deprived of his sword by the commanding officer. And any officer who shall leave his confinement before he be set at liberty by his commanding officer, or by a superior officer, shall be cashiered.

171. No officer or soldier shall be arrested on civil process, while going to, remaining at or returning from a place where he is ordered to attend for election of officers or military duty.

172. The arrest of an officer or the confinement of a soldier, will, so soon as practicable, be reported to his immediate commander.

## A R T I C L E XXIII.

### *Charges.*

173. Charges may be preferred by any officer or soldier against any officer, soldier, sutler, or retainer to a camp.

174. Charges are written out and forwarded through the proper channels to the officer competent to appoint a court martial.

175. The offense of which a court martial can take cognizance must be prohibited by some law of Congress, law of the State, or be a violation of established custom, or of the by-laws of a company.

176. The charges must state clearly and distinctly some military offense of which the accused is alleged to be guilty; so that he may know precisely the offence of which he is accused.

177. The specifications to the charge must allege certain specified acts done by the accused which are supposed to constitute the general offense named in the charge, and the name and rank shall be given in full.

178. Charges shall be subscribed by the officer making them; if he prefer charges by direction of a court or

board, or by order of a higher authority, he should so state over his signature.

179. Distinct facts are not to be included in the same charge or specification, but must appear in distinct charges or specifications.

180. Officers and soldiers will be held amenable to the military law and tribunals for offenses committed by them, while on duty or not; and they will be deemed to be on duty during the performance of any service which may be lawfully required of them, or which they may voluntarily perform, and while going to and returning from the performance of such service.

## ARTICLE XXXIV.

### *Orders,*

181. Printed or written orders to troops are either general or special, and each class is numbered consecutively by itself, commencing at the beginning of each year at number one. In referring to an order, the class, number, and year, should be given.

182. General Orders are such as it is desirable the whole command should know, and in general relate to the organization, administration, and discipline of the command.

183. Special Orders are such as relate to particular objects or persons in such a manner as to affect only the person or parts of a command to which they refer.

184. Forms for Orders.

[For a Brigade.]

HEADQUARTERS, BRIGADE N. G. P.

.....

JAN. 6th, 1879.

*General (or special) Orders,*

No.....

\* \* \* \* \*

By command of  
Brigadier General.....

Assistant Adjutant General.

[For a Regiment.]

HEADQUARTERS, REGIMENT N. G. P.

.....  
JAN. 10, 1879.*General (or special) Orders,*

No. ....

\* \* \* \* \*

By order of

Colonel.....

.....  
Adjutant.

[For a Company.]

COMPANY , REG. N.G. P.

.....  
JAN. 12, 1879.*General [or special] Orders,*

No. ....

\* \* \* \* \*

.....  
Captain.

185. A company omits the word "head-quarters" from its papers, it being the unit of organization.

186. Orders, or copies of orders, will be sent through or from the intermediate commanders to all officers whom they concern.

187. General orders will be read to troops at their regular regimental or company parades, and a copy of a special order pertaining to an enlisted man, will be furnished to that man.

188. In passing from each head-quarters copies of orders will be vouched for by the Assistant Adjutant General, or Adjutant, as authentic, by marking and signing them in the lower left hand corner.

Official,

..... Ass't Adj. Gen'l.

Official.

..... Adjutant.

189. A Captain signs all orders made by him, and he furnishes a copy of any special order relating to a Lieu-

tenant or enlisted man of his company, to that person, marking it "Official," and signing his name and rank, unless the provisions of Section 193 are complied with, which is the proper manner of issuing special orders.

190. When orders are printed for general distribution, the names of the Assistant Adjutant General issuing or certifying to the orders may be printed in, but in such cases the Assistant Adjutant General and Adjutant must send with each issue made by or through him, a copy of the order, duly signed by him, marked in the lower left hand corner, *For regimental head-quarters*, or *to Captain* ....., as the case may be.

191. An order with signatures of officers printed in, will have full weight with the person receiving it, if it comes to him in such a manner as to cause no doubt of its authenticity. Should a doubt arise, the person will upon its receipt report the order in full to his immediate superior.

192. Orders whose nature leave no discretionary power in intermediate commanders to modify or suspend them are transmitted direct to the officer under whose immediate authority they are to be executed, copies being furnished to intermediate commanders.

193. The authority issuing special orders should furnish a copy of them to each person interested, through the intermediate commanding officers. Each copy is addressed in the lower left hand corner to the person for whom it is intended, adding below the address "*through head-quarters*."

A special order in this form is not vouched for by the Adjutant by marking "Official," but is endorsed by him on the back, "*Respectfully transmitted*," as prescribed for other communications.

194. Orders may be sent in the form of letters through intermediate commanders.

195. When the want of time requires that an order should be sent direct to an officer, a copy of the order must be furnished immediately to the intermediate commanders, the same as if it were the original order, but marked "*Copy, original sent direct*."

196. In case of an emergency, an order may be sent by



telegraph. This must, however, be followed by a written order made out in due form and properly transmitted. The receipt of important orders by telegraph should be acknowledged by telegraph.

197. Each commander will have recorded in books for the purpose, in regular order, all orders issued by or through him; or received by him. General orders must be in consecutive numbers, and any missing order will be sent for and inserted. Only such special orders as pertain to officers or troops in that command, require recording at head quarters or in company order books.

198. Order books and all other books of record are state property, and form part of the military department papers; and as such, are to be properly cared for and to be turned over by an officer to his successor in office.

199. An order should be brief and simple in its wording, and so plain as to be readily understood by any one.

200. An officer receiving an order, may require it put in writing and duly signed by the staff officer giving it, but he cannot refuse to obey if he cannot get the written order.

201. As a general rule the last order received must be obeyed.

202. In case the last order is in violation of a previous one given by a common superior, the junior officer upon whom the execution devolves, when it involves no delay in the execution of the order, must make the fact known to the officer giving the last order. If the order is then reiterated, it must be obeyed, the responsibility being with the officer issuing it.

203. A general order and an important special order must be read and approved by the officer whose order it is, before it is issued by the staff officer. Less important orders relating to the details of the service, may be issued by the proper staff officer, in conformity to general instructions previously given by the commander; or conforming to previous action in similar cases.

204. Sometimes only copies of sections of a special order are transmitted. In such cases, the usual form will be followed, but the word *extract* will be noted and the section copied will be numbered as in the original order. Thus

## CIRCULARS.

HEADQUARTERS, N. G. P.,  
 ADJUTANT-GENERAL'S OFFICE,  
 HARRISBURG, MAY 10TH, 1879.

Special Orders,

No.....

[Extract.]

\* \* \* \* \*

IV. Company K, 40th Reg. is hereby disbanded.

\* \* \* \* \*

By command of

.....  
 Governor and Commander-in-Chief.

Official,

.....  
 Adjutant-General.

.....  
 Asst. Adj. Genl.

## A R T I C L E XXV.

*Circulars.*

205. For the general instruction and information of troops, circulars are used. They are governed by the same rules and customs in issue, transmission and numbering, as general orders. Instructions contained in circulars will have due consideration, and be promptly complied with.

## A R T I C L E XXVI.

*Correspondence.*

206. In addressing an officer by letter, his rank precedes the name, and his office or command follows it on the next line; in referring to an officer, the rank precedes the name. (Section 228. a.)

207. An officer signing his name to official papers always follows it by the rank. (Section 228. b.)

208. An assistant adjutant general or adjutant signs his name with the office, without the rank, which is supposed to be known by the office (a).

209. A commanding officer exercising his proper command, does not use the word "commanding," when he

signs his name and rank, nor will he be addressed as "commanding." His rank denotes this. (a).

210. An officer filling a higher office than his rank indicates, will be addressed and will sign himself as "commanding" (b).

211. Official correspondence between a brigade commander and his subordinates, including his own staff, will usually be signed by the assistant adjutant general.

212. Official correspondence between a regimental commander and his subordinates, including his own staff, will usually be signed by the adjutant.

213. A commander may himself correspond with his staff or subordinate officers, but official communications for him from his subordinates must be addressed to his assistant adjutant general or adjutant.

214. All correspondence between officers representing different grades of command will pass through the intermediate commanders, if there be any (b). Thus a captain of a company desiring to communicate with a brigade commander, forwards the paper to regimental headquarters, addressing the cover to the adjutant from where it is forwarded by the colonel to brigade headquarters. A communication from a private soldier to the commander-in-chief should pass through his company commander and through regimental, brigade and division headquarters and *vice versa*.

215. Passing through each headquarters a communication will be properly endorsed, receiving notes of such remarks and opinions as may be deemed advisable in the case.

216. When a communication addressed to an officer or soldier, to reach him, has to pass through intermediate commanders, the first command through which it passes will be noted by the writer on the lower left hand corner (b); all intermediate commanders will then endorse on the back, as prescribed under the head of *endorsement*.

217. Officers and soldiers are prohibited from sending communications of any kind, whether on usual military business or complaining of grievances, except through the proper military channels; applications made in any

other mode will not be entertained, but will be considered a breach of military discipline.

218. When special circumstances require a communication to be sent direct, the circumstances will be stated in the communication, and a copy of the paper will be furnished to the intermediate officers.

219. A staff officer when communicating the orders or instructions of his commander, will premise by, "I am directed, &c.," and will sign his own name and rank.

220. Officers having equal commands, although not having the same rank, will sign communications to each other; thus a captain commanding one regiment will sign communications to a colonel commanding another regiment.

221. All important communications between officers of the same staff department will pass through the assistant adjutant general's or adjutant's office of their own and intermediate commanders. Thus a quartermaster of division, in addressing a regimental quartermaster, will send the paper to the division assistant adjutant general, who will transmit it through intermediate commanders to regimental headquarters. The adjutant delivers it to the regimental quartermaster. The paper will be properly endorsed at each headquarters. Routine business is usually conducted between different staffs by staff officers in person, and where a matter is purely one of departmental concern, it is allowable for the business to be transacted directly between the officers interested.

222. All envelopes covering papers on military business will be marked on the left hand upper corner "official business."

223. Communications addressed to an officer because of his rank or office, will be acted upon by the officer officiating at the time of the receipt of the paper.

224. A communication should refer to one subject only, so as to be conveniently filed. All official communications should be preserved and filed.

225. Communications and orders should be written upon white paper of medium weight and size about 8x10½ inches, or on double sheets of the same size if the

matter requires it, and the last page should be left blank for the brief and endorsement.

This paper will be folded in three equal folds, the bottom being first turned up, then the top down.

226. Should paper cap size be used, the paper will be folded up in four equal folds, the bottom of the paper being folded up over the writing until it meets the top, and then the top doubled down to the bottom. The left hand end then becomes the new top, and the uppermost blank fold is called the first fold. For further instructions see article on *Endorsements*.

227. No communication on military business should ever be made on paper printed for private business.

228. (a)

HEADQUARTERS 34TH REG. N. G. P.  
MONROEVILLE,  
March 6, 1879.

Capt. J. M. Jones,  
Company B, 34th Regiment,  
Marsh Creek.

SIR:

In reference to the report  
of Major Barry, Brigade Inspector, to which you, &c.  
I am,

Very Respectfully,

Your Obedient Servant,

C. M. WILSON,  
Adjutant.

(b)

HEADQUARTERS 35TH REG. N. G. P.  
UTICA, May 20th, 1879.

Brigadier General J. W. Latta,  
Adjutant General,  
Harrisburg,

SIR:

I have the honor to forward to you, &c.  
I am,

Very Respectfully,

Your Obedient Servant,

M. R. Brown,

Lieut. Col. Com'd'g Regiment.

Through Brigade Headquarters.

## ARTICLE XXVII.

*Endorsement.*

229. The first fold of a paper, being the one at the top of the page is used exclusively for a brief memorandum of the contents of the paper, for the office marks and for noting enclosures.

230. Endorsements commence not nearer than one-half an inch from the top of the second fold and follow each other in regular order of date on the successive folds, leaving room after each for office marks, and before each for noting the number of the endorsement in red ink.

231. In no case will a loose wrapper be placed around an official paper, except as a mere covering, but additional space for endorsements will be provided, by neatly pasting slips of paper on the under side of the last fold (right hand edge of the original paper) each slip to correspond in length and width (when pasted on,) with the length and width of the original folds and to turn back upon the last fold like the leaves of a book. By this arrangement the first fold, on which the office marks and briefs are made, is always outside.

232. All enclosures are numbered and bear the proper office marks. Enclosures of the original communication are noted on the first fold, just below the brief. If others are added when the endorsements are made, the number of them is noted at the foot of their appropriate endorsement, and also on the first fold of the original communication, and to the last notation is added the number of the endorsement to which they belong, thus: *One Enclosure, Second Endorsement.*

233. Enclosures to endorsements are numbered in the same series as those to the original paper, and the number of the endorsement to which they belong is added below. If few in number and not bulky, enclosures may be kept inside the original paper; if otherwise, they will be folded together in a wrapper and marked, *Enclosures*, as an accompanying package.

234. The endorsements on the first fold are made by the officer receiving the paper and are made in this order:

I. The place of command and the date.

II. The surname of the writer with his initials and rank following.

III. A summary of the contents. Also, a note of the number of enclosures, if any, in red ink.

IV. The numbering of the enclosures, if any, in red ink, and at the extreme bottom, the date of receipt in red ink.

Below each endorsement, lines in red ink should be drawn across the fold. The writer of a communication makes no endorsement on the paper.

235. Should the paper be sent to a superior officer it will be properly endorsed as shown in form "C" and signed by the commanding officer at each intermediate headquarters. The body of the endorsement should commence, "*Respectfully forwarded,*" "*Respectfully returned,*" or "*Respectfully referred,*" as the case may be, or may require.

236. Should the paper be sent to an officer inferior in rank to the writer, or to the commanding officer in whose hands it is, it will be properly endorsed and signed by the Assistant Adjutant General, or adjutant of the headquarters through which it passes, and the body of endorsements should commence, "*Respectfully forwarded,*" "*Respectfully returned,*" or "*Respectfully referred,*" as the case may be or may require.

237. The resignations of officers are endorsed at each headquarters through which they pass. All other papers made out on blanks furnished by the State will be sent as enclosures without endorsements, unless they are printed for endorsements, in which case the endorsements will be made thereon.

# ENDORSEMENTS.

50TH REGIMENT,  
January 20th, 1879.

BRAGG, T. R.  
Colonel.

Requests the discharge of  
1st Lieut. W. R. WILSON upon re-  
port of Major Howe, 50th Regiment,  
showing the incompetency of the of-  
ficer.

(One enclosure.)

A. I.  
C. I.  
Second endorsement, two enclosures.

Rec'd back, (Reg. Hd'q's) Feb. 10th.  
Rec'd back, (Brig. Hd'q's) Feb. 6th.  
Rec'd back, (Div. Hd'q's) Feb. 4th.  
Rec'd (Adj. Gen'l's Office) Feb. 1st.  
Rec'd (Div. Hd'q's) Jan. 30th.  
Rec'd (Brig. Hd'q's) Jan. 25th.

First endorsement.

Headquarters 6th Brig-  
CANTON, Jan. 25th, 1879.  
Approved and respectfully forwarded.  
C. M. JAMES,  
Brig. Gen'l.

(One enclosure.)

Second endorsement.

Headquarters 2d Div.  
MADISON, Jan. 28th, 1879.

Respectfully forwarded, disapproved  
The attention of the Adjutant General  
is invited to the report of the Divis-  
ion Officer-of-the-Day in reference to  
Lieut. Wilson, whose conduct, Jan-  
18th, when Officer-of-the-Guard, was  
evidently such as to demand investi-  
gation by means of a court martial.

C. B. JONES,  
Maj. Gen'l.

(Two enclosures.)

Third endorsement.

Headquarters, N. G. P.,  
Adjutant General's Office,  
HARRISBURG, Feb. 2d, 1879.  
Respectfully returned. Not grant-  
ed. The interests of the service  
demand that Lieut. Wilson's  
conduct shall be shown before a  
court martial. The Division Com-  
mander will appoint a court for the  
purpose.

A.—B—,  
Adjutant General.

Fourth endorsement.

Headquarters 2d Div.,  
MADISON, Feb. 5th, 1879.  
Respectfully returned through  
Brigade Headquarters. Attention  
is called to endorsement made by  
the Adjutant General.

M. R. Boles.  
Ass't Adj. Gen'l.

Fifth endorsement.

Headquarters 6th Brigade,  
CANTON, Feb. 7th. 1879.  
Respectfully returned. Attention  
is called to endorsements above.  
H. C. THOMAS,  
Ass't Adj. Gen'l.



## ARTICLE XXVIII.

*Transportation.*

239 The brigade quartermaster has charge of all transportation for the brigade and will furnish orders for such to all officers and men traveling on military duty, for which payment is authorized by law.

240 When companies are some distance from a railroad they should have arrangements with parties who will furnish the wagon transportation when needed, at a low price, which arrangement should be reported to the brigade quartermaster for his approval and for recording. In an emergency this might be of great service to the State and to the troops.

241. The usual allowance to railroads is two cents a mile per man

242. Officers will always have their commands at the railroad stations on time, and while there and in cars they will enforce the strictest discipline.

243. The men will have their canteens filled before embarking.

244. Previous to entering the cars, infantry will be ordered to take off their knapsacks, and to shift their cartridge boxes, haversacks, bayonets, and canteens round to the front of their bodies. This done they will receive the order to get into the cars each man taking with him his arms, knapsack, &c.

245. Each man will retain possession of his rifle, unless his commanding officer should allow the arms to be placed upon the knapsacks under the seats. Arms are never to be laid upon the floor of the car, nor against the sides of the car so as to injure it.

246. The strictest silence should be maintained in the ranks, from the moment of entering the station until the train has departed

247. Once in the cars, the men should be kept there, only those required for fatigue being allowed on the platform.

248. Fatigue parties should leave their arms and accoutrements in the cars, whilst at work on the platform.

249. The horses' heads, where it is possible, should

be placed away from the doors, as the horses are easily frightened by trains and engines passing.

250. Before starting, sentinels will be posted at each end of each car to keep the men from passing from one car to another or from standing upon the platforms, also to prevent unauthorized persons from entering the cars.

251. During all journeys, each car will be under the special supervision of an officer assigned to it, and all company officers are to be with their companies during halts.

## A R T I C L E XXIX.

### *Armories.*

252. While the law specifies otherwise, it is permitted a company to select a building for its armory, the State allowing in payment for the same one hundred dollars per annum; in cities having a population of fifteen thousand or above, the allowance is two hundred dollars.

253. The armory should have closets for the equipments and clothes of each man, and gun-racks for the guns. The closets should be at least five feet high and of ample size in other ways. The gun-racks should be against an inner wall, or removed a few inches from an outer wall, to protect the guns from dampness.

254. It would be well, in the floor on one side of or around the hall, to have brass headed nails put in, or marks painted twenty-eight inches apart, to guide squads or recruits in the length of the step. Stepping to these marks will give firmness to the stride, which constant drilling in a small room is sure to contract.

## A R T I C L E XXX.

### *Camps and Encampments.*

255. The camping party of a regiment consists of the regimental quartermaster and quartermaster-sergeant, and a corporal and two men per company. The general decides whether the regiments camp separately or together, and whether the police guard shall accompany the camping party or a larger escort shall be sent. If the camping party does not precede the regiment, the

quartermaster attends to these things so soon as the regiment reaches the camp.

256. Each company will have its tents in one file perpendicular to the color line. Each file of tents will be on a street not less than five paces wide. The space between tents should be at least two feet, and more if possible, to admit of good ditches for drainage. Companies of near a hundred men will require a double row of tents facing each other from opposite sides of the street. Each first sergeant will have his quarters in the tent at the end of his company street next to the line of officers tents, and facing the centre of the camp if his company tents are in double line.

257. The other tents will be placed as prescribed in Upton's tactics, unless the commanding officer directs the arrangement otherwise, so that the camp shall conform to the nature of the ground.

The color company should fall in facing to the left flank of the regiment and the other companies facing towards it.

258. The ground selected for a camp should be on a slope and easily drained; should be near an ample supply of good water and be on open ground. Sinks will be dug immediately, and concealed by bushes, and the dirt left, for the purpose of filling in each day.

259. A camp should be kept perfectly clean; all garbage, paper and litter should be moved daily and as much oftener as may be necessary and should be burned or buried.

260. Company and regimental commanders will be responsible for the condition of their own camps, and will make the necessary details for the purpose.

261. Tents should be floored if possible.

262. Each company should have at its kitchen a barrel for pure water and two barrels for garbage.

263. If necessary a guard will be put over the spring or water supply.

264. Tents must not be marked, and no signs or placards will be allowed unless sanctioned by the officer of the day.

265. No noise is allowed in camp after taps.

266. The commander of every regiment, battalion and detached company may annually order out the commissioned and non-commissioned officers of his command for elementary drill two separate days between the middle of May and the middle of July, at such place as he deems most convenient, and if the place of any such officer is vacant, the commander thereof shall detail from the privates under his command a sufficient number to make up the deficiency; every person unnecessarily neglecting to attend at the time and place appointed for such drill, shall forfeit to the use of the brigade fund three dollars.

267. The commander-in-chief may prescribe the time, place and manner of assembling the troops for the purposes declared in this section (act of 1864) and each commander of division shall, upon notification from the commander-in-chief, order an encampment of his division, by brigades or regiments; the orders for encampment by brigade shall be promulgated in the brigade thirty days before the time appointed for the encampment; the orders for encampment by regiment shall be promulgated in the regiment twenty days before the time. Each encampment may last three days; the troops shall be inspected, reviewed and thoroughly exercised as companies, battalions and brigades in the whole routine of camp and field duty; every officer, non-commissioned officer and private held by law to do military duty and unnecessarily neglecting to appear at the time and place appointed for encampment, shall forfeit, commissioned officers, ten dollars per day, and non-commissioned officers and privates five dollars per day, to the use of the brigade fund.

268. Every commanding officer, when on duty, may ascertain and fix necessary bounds and limits to his parade, not including a road so as to seriously obstruct passing, within which no spectator shall enter without leave from such commanding officer; whoever intrudes or attempts to intrude within the limits of the parade, after being forbidden, and whoever resists a sentry who attempts to put him or keep him out of such limits, may be arrested and confined under guard during the time of parade, or a shorter time, at the discretion of the commanding officer.

269 It shall not be lawful for any person unless regularly licensed and disposing of the liquor at his usual place of business, named in the license, to erect, place or have any booth, stal', tent, carriage, boat, vessel or any other place whatsoever, for the purpose of selling, giving or otherwise disposing of any liquors \* \* \* or cider within three miles of the place of holding any soldiers' encampment in this State, during the time of such encampment. It shall be the duty of the constable of the township or the sheriff of the county in which such encampment is held, upon the written application of the commandant of such camp, to be present in person or by deputy during such encampment, and to arrest without warrant any person or persons guilty of disorderly or riotous behavior, or any breach of the peace or of intoxication, or whom he has reason to believe is guilty of a violation of the provisions of any of the first section of this act, (act 1875) and bring him or them before any justice of the peace of the county.

270. Any person wilfully violating any of the rules and regulations adopted for the government of such encampment by the commandant thereof, and applying only to the grounds occupied by such encampment, shall be deemed guilty of disorderly behavior, and upon request of the commandant of such encampment, shall be arrested by the peace officer in attendance, to be dealt with according to law and upon conviction thereof such person shall be sentenced to pay a fine not exceeding fifty dollars.

## ARTICLE XXXI.

### *Uniforms and Dress.*

271. The prescribed uniform of the guard is a United States regulation dark blue flannel blouse and sky blue trowsers for company officers and enlisted men; caps dark blue, small, with straight visor; overcoats, the United States regulation pattern; white gloves. All gilt buttons bear the Pennsylvania coat of arms.

272. The caps, blouse, pants and overcoats purchased and issued by the state, or paid for out of the allowance made each company annually by the military board, for

the purchase and renewal of uniforms, are state property.

273. Uniforms will not be made up without sending to the adjutant general for Circular No. 1, A. D. 187<sup>s</sup>, which prescribes the manner of making up; this circular is published on page 86 of his annual report for 1878, and also contains regulations for officer's uniform and equipments.

274. No uniform coat or blouse will have pockets showing on the outside.

275. All non-commissioned officers, musicians and privates who have served faithfully for five years may wear as a mark of distinction, upon both sleeves of the coat below the elbow a diagonal half chevron, one half inch wide, extending from seam to seam, the front end nearest the cuff, and one half inch above the point of the cuff, to be of the same color as the edging.

276. The regulation uniform will be worn on all regular parades and inspections. White pants may be worn by a whole command upon some parades, but not upon inspections.

277. The hair should be short; the beard, when worn, to be kept short, and neatly trimmed.

278. Officers and soldiers in camp, or on other duty will not be permitted to lounge out of tents or quarters bare-headed or in shirt-sleeves.

279. No officer or soldier when in uniform will detach a button from any part thereof, or appear in uniform with a button detached.

280. Buttons must be kept bright at all times, free from dirt or stains.

281. Buttons, hooks and eyes, or other fastenings will not be left undone.

282. Boots and shoes must be kept well cleaned and blacked. Slippers or shoes cut so low as to show the stocking, will not be worn on duty.

283. Over shoes will not be worn when under arms, except in stormy weather, or when the ground is in bad condition.

284. Watch-guards, chains, and seals, will not be exposed on the dress. To secure the watch, the hook or bar of the chain may be pushed through a button-hole of the coat from the inside.

285. Neck-ties other than plain black or white, as may be ordered by the commanding officer, are prohibited.

286. Commanding officers will secure uniformity in shirt-collars throughout their commands. If allowed at all, no shirt-collar will show more than one quarter of an inch above the coat-collar. Corners of collars will never be bent over or outward.

287. Uniforms should be frequently aired and beaten, and means taken to prevent all articles from becoming moth eaten.

## A R T I C L E XXXII.

### *To Form the Battalion—General Remarks.*

288. The color guard will upon the sounding of the *Assembly*, unless the Colonel desires to have the colors escorted by a company, carry the colors to the parade ground and take its place in line.

289. Upon the *adjutant's call* the companies will move from their company streets, the color company slightly in advance.

290. The color company will first form line, the captain taking place on the left of the color guard, or with his breast against the left marker, as the case may be, and dressing his company to the left. When he commands *front*, the companies to right and left of him which should arrive at the proper time three paces in rear of the line, will dress to the left and right respectively, their captains taking place on the flank towards the color.

291. In all alignments, the first sergeants, if not employed to mark the line, step into the rear rank to enable the captains to dress their companies. This rule is general.

292. To enable the captain of the company on the left of the color to align his company to the right, the captain of the color company steps a pace forward if he be the senior, or into the rear rank, if he be the junior; if the senior, he steps back into the front rank, so soon as the junior captain commands *front*, the latter stepping back to the rear rank. The first sergeant of the left centre company steps back to the line of file-closers; this

rule applies whenever two companies in line dress toward each other.

293. In all formations when a company is dressed in line or in column, the captain should be prompt in giving the order *front*. Other companies must not be delayed nor time lost by cause of the imperfect instruction of a company.

294. Captains will be watchful and give the order *support arms* at the proper moment, so soon as the order *front* has been given to the next company.

295. At the command *guides post*, the captains, guides, and markers, take their posts in line; the first sergeants, who are not employed to mark the line, step a pace to the rear to permit the second sergeants or markers to pass through their intervals to the line of file-closers, after which they return to the front rank. This rule is general.

296. When forming for dress parade, bayonets will be fixed in company streets, and when the officers disperse from the colonels' presence, first sergeants will march their companies to quarters and dismiss them unless otherwise ordered.

297. At a *parade re t* the men will remain motionless, keeping their eyes looking at one spot in front of them.

298. Officers will do likewise, remembering to bring their swords to the proper position.

299. Officers and non-commissioned staff officers will not salute with the sword at the command *present arms*, except when the command *present arms* is given for the purpose of paying compliments.

300. The officers and non-commissioned staff officers execute the *order arms*, *carry arms*, *parade rest* and *attention*, and in rendering honors the *reverse arms* and *rest-on-arms*.

## A R T I C L E XXXIII.

### *Colors and Color Guard.*

301. In each regiment of infantry there is a color guard, composed of a color sergeant and seven corporals, posted as the left four of the right-centre company. The front rank is composed of the color sergeant and three senior corporals, one posted on his right and two on his left; the rear rank is composed of the four remaining corporals.



The corporals are placed in the order of rank from right to left.

302. The color sergeant and color corporals are selected from those most distinguished for bravery, and precision under arms and in marching.

303. The color sergeant carries the national color. The state or regimental color (when present) is carried by a sergeant, who takes the place of the corporal on the left of the color sergeant.

304. At all formations when the colors are not to be used, the color sergeants and corporals will fall in with the companies to which they belong.

305. When the colors are to be used, the color guard assembles at a place designated by the adjutant in the vicinity of the colonel's quarters. The assembly having ceased, the color sergeant *falls in* the color guard as if it were a company. Previous to a ceremony, he causes the color guard to open ranks, and inspects its general appearance, then closes ranks and takes position as number two of the front rank. Arms being at a carry, the color sergeant conducts the color guard to the colonel's quarters, halts it three yards from the entrance, advances and receives the colors for the colonel. He then faces about, commands, *Present Arms*, and takes his place, after which he commands, *Carry Arms*, and marches the color guard to the left of the color company. If that is not formed, he halts the guard and brings it to an order arms, and in place rest, until the company is formed, when he commands: *Color Guard, Attention, Carry Arms*, and places it as the left four of the color company. If that company be at an order, or at place rest, the color sergeant brings the guard to the same position.

306. Having joined the color company, the color guard is subject to the order of the commander of that company, except at inspections, when it is under command of the adjutant, after column of companies is formed.

307. If with the color company, as that company reaches its company street, the color sergeant gives the necessary commands for conducting the color guard to the colonel's quarters. On arriving at a distance of three yards from the entrance he commands: *Color Guard, Halt*,

*Present Arms*, advances, and returns the colors to their proper position. As the color sergeant parts with the colors, the senior color corporal commands: *Carry Arms*. The color sergeant retakes his position, marches the guard to the assembling ground, where he dismisses it by commanding: *Color Guard halt, arms port, break ranks, march*.

308. If both national and state colors are carried, the sergeant carrying the state color advances to receive and replace it at the same time with the color sergeant.

309. The color sergeant marches the guard by the left flank and rear of the regiment and band to the colonel's quarters, where the colors are replaced as already prescribed.

310. At ceremonies the color guard executes the order arms, parade rest, carry arms, the loadings and firings. In rendering honors, it executes the present, reverse, and rest on arms. On drill, in addition to the above, it executes support and right shoulder arms. It executes the other movements in the manual only when specially directed. The bayonets of the color guard are carried in the scabbard, except when fixed by special command from the colonel.

311. In battalion skirmish drill, the color guard goes with the regimental reserve, or receives special instruction from the colonel.

312. In equalizing the regiment, after line is formed, the adjutant usually marches the color guard to the line of file closers before dividing into companies, placing it on the left of the right-centre company before calling the officers to the front.

313. At battalion drill much depends upon the steadiness of bearing, and accuracy of step of the color sergeant. His entire and individual attention is necessary for the success of the drill.

314. When the battalion is in line of battle and the order is given, *forward, guide centre, march*, at the second command the color bearer moves six paces to the front and with a firm steady step gives direction to the battalion.

315. Upon a preparatory order for a movement by the

flank or rear, the color bearer resumes his place in line.

316. When marching to the rear, if the order *guide centre* is given, the color bearer steps out six paces in front of the line.

317. If the battalion be faced about and marched a few paces to the rear, the color bearer, upon facing about, remains in the then rear until the battalion is again faced to the front.

318. The colors should be especially dear to the color guard, and under no circumstances reflecting discredit upon the courage and fidelity of it, should they be allowed to fall into the hands of the enemy.

319. The lives of the soldiers of the guard should be sacrificed first.

320. When the color company orders arms the colors are dropped vertically to the ground, the staff between the feet of the color sergeant, who takes the position of parade rest at the command, gathering the colors around the staff with his hands, right fore-arm horizontal; he returns to attention and carry arms at those commands.

321. To salute with the colors, the color bearer will in march, lower the tip of the staff when six paces from the officer to be saluted, holding it in that position until he shall have passed the officer six paces, and will in line, lower the tip until the order *carry arms* is given.

322. The colors are not to be lowered at the command *present arms*, unless compliments are being paid to other colors, or to a general officer

## ARTICLE XXXIV.

### *The Roster, or details for service.*

323. The duties performed by detail are of three classes.

The first class comprises:

I. Grand guards and outposts.

II. Interior guards, as of magazine; hospitals, etc.

III. Orderlies.

IV. Police guards.

The second class comprises:

I. Detachments to protect laborers on military works, as field works, communications, &c.

II. Working parties at such works.

III. Detachments to protect fatigues.

324. The third class are all fatigues, without arms, in or out of camp.

In the cavalry, stable guards form a separate roster, and count before fatigue.

325. The rosters are distinct for each class. Officers are named on them in the order of rank. The details are taken in succession in the order of the roster, beginning at the head.

326. Lieutenants form one roster, and first and second lieutenants are entered on it alternately. The senior first lieutenant is the first on the roster, the senior second lieutenant is the second, &c. The captains form one roster and are exempt from fatigues, except to superintend issues. A captain commanding a battalion temporarily, is exempt from detail, and duty falling to him passes. Lieutenant colonels and majors are on one roster. They may be detailed for duties of the first and second classes, when the importance of the guards and detachments requires it. Their roster is kept at division and brigade headquarters. In the company, sergeants, corporals, and privates form distinct rosters.

327. Officers, non-commissioned officers, and soldiers take duties of the first class in the order stated, viz., the first, for the detail, takes the grand guards; the next the interior guards; the last, the police guard, and the same rule in regard to the details and duties of the second class. In the details for the third class, the senior officer takes the largest party. The party first for detail takes the service out of camp.

528. When the officer whose tour it is, is not able to take it or is not present at the hour of marching, the next after him takes it. When a guard has passed the chain of sentinels, or an interior guard has reached its post, the officer whose tour it was cannot then take it; he takes the tour of the officer who has taken his. When an officer is prevented by sickness from taking his tour, it passes. These rules apply equally to non-commissioned officers and soldiers.

329. Cavalry and light artillery are not to be detailed

on fatigues outside of their own camps, unless absolutely necessary.

330. Light artillery serving with other troops will furnish its own park and stable guards, police, etc. Both officers and men will generally be exempt from other similar details; and the men will not, when it can be avoided, be detailed for extra duty in the staff departments, nor for other purposes interfering with battery duties.

331. Infantry orderlies will not carry their muskets, but will wear the bayonet in the scabbard; they may at the discretion of the officers on whom they attend, dispense with the cartridge-box and its belt, if other than the waist-belt.

332. A guard relieved by a new detail will immediately, under its sergeant, report to the officer of the day for camp police.

## ARTICLE XXXV.

### *Hours of service and roll-calls.*

333. In camp, the commanding officer prescribes the hours of reveille, retreat, roll calls, guard mounting, drill, meals, stable-calls, issues, fatigues, &c.

334. Reveille is the signal for rising, and will be sounded shortly after day break, generally at about sunrise. The roll is called at this time.

335. Surgeon's call will be beaten in season to allow the first sergeants to obtain from the surgeon a list of the men they are to report as sick on their morning reports.

336. Breakfast call will be sounded at as early an hour as practicable after reveille, allowing the troops time for washing and to put their tents in order; usually no work or drill will be ordered before breakfast.

337. First sergeant's call is the signal for the morning reports of companies to be sent to regimental headquarters. This call will be beaten at other times when necessary.

338. Troop is the signal for morning parade or guard-mounting. If there is a morning parade, it will precede guard-mounting.

339. Fatigue is the signal for policing camp or quarters.

340. Drill-call is sounded at a proper interval after the duties of fatigue have been performed in the morning and after dinner in the afternoon.

341. Recall from drill is the signal for drill to cease.

342. Dinner call usually at noon.

343. Retreat, (roll-call and dress-parade) at sunset, when the troops will appear under arms whenever the weather permits. Orders will be read, and details for the following day will be published at this time.

344. Supper-call will follow dress-parade and muster.

345. Tattoo generally not earlier than nine nor later than half-past ten o'clock p. m. The roll will be called at this time, after which no soldier will be out of his tent or quarters without special permission.

346. Taps, the signal to extinguish lights, from fifteen to thirty minutes after tattoo.

347. The Assembly is the signal to form by company; it is also sounded after the signals for such hours as require company roll-call.

348. To the color is the signal to form by regiment.

349. The march, for the whole to move.

350. The long roll (to arms) is the signal for getting under arms in case of alarm, and must never be beaten at any other time.

351. Stable-calls are sounded twice each day in the artillery and cavalry, morning and evening.

352. Water-calls, at the hours directed by the commanding officer.

353. Orderly hours will be established by brigade and regimental commanders, at which first sergeants will report at regimental headquarters, and in brigade camps, adjutants at brigade headquarters with the morning reports. So far as practicable all communications between the headquarters will be made at this time.

354. In camp or garrison, when artillery is present, a morning gun shall be fired at reveille, an evening gun at retreat.

355. There shall be daily three stated roll-calls, reveille, retreat, and tattoo. They will be made on the

company parade by the first sergeants, superintended by a commissioned officer of the company, who, except at dress parade, will report the result of the roll-call to the adjutant.

356. The drummers call shall be beaten by the drums of the police guard five minutes before the time of beating the stated calls, when the drummers will assemble before the colors of their respective regiments, and as soon as the beat begins on the right it will be immediately taken up along the line.

357. At the surgeon's call the first sergeants will form the sick (if any are in quarters) in the company streets, and march them, or send them under charge of a non-commissioned officer, to the surgeon.

358. At the first sergeant's call, the sergeant major, drum major, and each first sergeant, will report in uniform, with side-arms, to the adjutant for orders. At morning orderly call they carry with them their morning reports.

359. Every non-commissioned officer and soldier shall retire to his quarters or tent at the beating of the retreat, in default of which he shall be punished according to the nature of his offense.

## ARTICLE XXXVI.

### *Mobs.*

360. When troops are ordered out for service, and a mob threatens, companies will assemble quietly at their armories in full uniform, (field officers should be mounted) fully armed and equipped, each man carrying in his haversack three days rations got at his own home. A strong guard will be put at the door, and fixed ammunition will be distributed.

361. All blank cartridges will be removed from the boxes and under no circumstances will be carried along or be used.

362. Troops in presence of a mob will march quietly and without music, by company front, with a firm step, ranks closed, and at quick time, as a rule. A regiment should march in close column.

363. It being of the greatest moment that troops shall

assemble promptly at the general rendezvous, companies must not be deterred by a show of opposition, and if opposition becomes decided and troops are seriously molested by stones or shots, the order to fire will be promptly given. The rear rank should fire first, and then at a short interval the front rank, each loading without further command. The firing will be maintained vigorously and the mob pressed until actually dispersed. Conflicts with mobs are always to be avoided, if possible, by companies marching to the general rendezvous.

364. The pieces must be aimed at the waists or lower so as to be effective. Any shots aimed higher will likely miss and hit innocent persons in the distance

365. There must be no hesitation to fire in a mob because innocent persons may be in it. When possible, however, warning should be given by the commanding officer, so that any such might retire.

366. Troops should not be loaded in cars or wagons in presence of a mob. They should be marched to a reasonable distance away and then be embarked, and troops approaching a mob or a city held by a mob, should disembark and be put in column at some distance from the point of danger.

367. When near stations or cars, a guard will be thrown out.

368. Should shots be fired from windows, a few men will be detailed as sharp shooters, who will protect and give confidence to the rest.

369. A battery of artillery should be protected by a company of infantry sent to its assistance and a company of infantry should always cover a battery when brought into action until in battery and ready to fire. This company should then retire to the flanks, acting as a reserve for the battery.

370. Disciplined troops will readily disperse ten (10) times their number of an armed mob, and twenty times their number if the mob be indifferently armed. In all cases action must be prompt, decided and determined. A point gained should be followed up. More battles are lost by not fighting at the right moment than because of disparity in numbers.



371. Before entering tunnels, bridges, ravines or railroad cuttings, an examination will be made of them and skirmishers or troops will be thrown out, if necessary. If opposition is met or threatened no advance must be made until the danger has been removed.

372. When a train conveying troops is to pass over a road that has been or may be in the hands of a mob, an engine and flat cars, with a pioneer corps, tools, rails and spikes, protected by half a company or more if necessary, should precede the regular train, keeping always within supporting distance.

373. Troops marching in a city will clear the streets and sidewalks as they advance, so as not to endanger their flanks; they will avoid all narrow ways, all buildings and keep in open ground so much as possible.

An advance line of skirmishers or a line of guards should be thrown out when a crowd assembles or is in proximity.

## ARTICLE XXXVII.

### *Colonel or Commanding Officer.*

374. The regiment takes its character and standing from the colonel, and no person should be elected to this position who cannot command universal respect, not merely for his military knowledge or experience, but for his personal character.

375. The commanding officer must require his orders to be obeyed, and his field-officers, and particularly the officer-of-the-day, and officer-of-the-guard, are to aid him in the enforcement of those orders.

376. Regimental commanders are required to keep themselves fully informed as to the condition of their commands, in order that they may take intelligent action upon requisitions and applications forwarded through them, and know what is necessary to be done to correct existing evils.

377. The commanding officer should observe how the members of his command perform guard duty, and should occasionally, if not habitually, receive in person the reports of company commanders at the principal roll-calls, especially reveille. He should be perfectly familiar with

all that concerns his command, and at the same time avoid the appearance of assuming the power of his company commanders, or of intermeddling with their affairs further than the general welfare demands.

378. A commanding officer must be an example of good conduct, a competent teacher, and willing leader.

379. The following are essential daily duties of regimental commanders in camp:

I. At reveille he should rise, and receive from the adjutant the result of the company and band roll-calls, or detail a field officer to do so, and report to him.

II. Immediately after guard-mounting he should be at his headquarters, or at some place in camp of which the officers-of-the-day are informed, to receive the report of the old and instruct the new officer-of-the-day.

III. At a reasonable time after the sounding of fatigue, and once after dinner, he should make a careful inspection of his camp, including not only the ground and quarters, but the guard, kitchens, stores, stables, sinks, and all other premises appertaining to the camp; he should also see that refuse matter is not left on premises adjoining, where it may become a nuisance either to his command or to neighboring inhabitants.

IV. At the prescribed hour in the morning he will require the adjutant to bring him the morning report for signature.

V. Once in each day, before noon if possible, he should satisfy himself by personal inspection that the officers of his staff are properly performing their various duties.

VI. If his command is not drilled as a whole by himself, he should be present on the regimental parade, or in view of it, during drill, and note carefully all errors, in order that he may correct them by subsequent conversation with the officers responsible for them.

VII. He should establish daily office-hours when he can conduct correspondence or receive and talk with his officers on matters connected with duty or transact other business incident to his position.

VIII. When the regiment is to assemble under arms with the colors, he should be at his headquarters to hand the colors to the color sergeant.

X. He should see that the officer of the day is furnished with the countersign before retreat.

XI. At tattoo, as at reveille, he receives from the adjutant the result of the roll-calls, or details a field officer to do so. He should also see that the officer-of-the-day at this time attends to the duty of requiring the departure of all persons not connected with the camp, or who have not received from proper authority permission to remain, and, if necessary, will cause that officer to be provided with assistance.

380. The commanding officer should never leave his command when in camp or in active service without reporting the intended absence to the officer next in command, who will act in his stead for the time being.

381. The colonel should always keep twenty rounds per man of ammunition on hand for emergencies and he should see that each captain has an equal supply at all times for his company.

## ARTICLE XXXVIII.

### *Captain or Company Commanders.*

382. The position of company commander is one of the most important in the service. To him attaches the responsibility for the instruction, good order, efficiency and discipline of his command and no one should be elected to this office unless well qualified, or willing to qualify himself for the faithful performance of the duties of the office.

His position should command the respect of his men.

383. The captain must carefully watch over the interests of the company, and remember that it cannot be in good repute unless it stands well financially. All debts should be promptly paid, and he must restrain his command from incurring expense beyond its means.

384. The company commander is personally responsible for all state property issued to his command, and cannot be honorably discharged from the service until he has satisfactorily accounted for it.

385. The company commander should sustain his subordinates, and should especially avoid reproofing an officer or non-commissioned officer in the presence of the men.

## ARTICLE XXXIX.

*Officer-of-the-Day.*

386. In each regiment there shall be one officer detailed as officer-of-the-day, generally a captain. This officer has charge of the camp or garrison of the command in which he has been detailed. He receives orders and instructions regarding his duties from the commanding officer and transmits them to his subordinates. All the guards of the camp or post are under his general directions. All the police parties and fatigue parties when on duty within the line of guards, and often fatigue parties sent beyond the lines, receive their orders from the officer-of-the-day.

387. The officer-of-the-day is responsible for the good order, cleanliness and attention to the daily duties throughout the camp or garrison. He reports all matters of importance to the commanding officer, and receives such orders as he may deem necessary to give pertaining thereto. The officer-of-the-day is notified of his detail the day previous, and must be present at guard-mounting to receive the guard after inspection.

388. Where there is no officer-of-the-guard the roll of prisoners will be called by the old officers-of-the-day immediately after guard mounting.

389. The officers-of-the-day visit and inspect the guardhouse or tents while the old guard is being relieved, verify the number of prisoners and then proceed to the office or presence of the commanding officer, who receives the report of the old officer-of-the-day, relieves him and delivers his instructions to the new officer-of-the-day.

390. The officer-of-the-day must see that the officer-of-the-guard is furnished with the parole and countersign before retreat.

391. The officer-of-the-day visits the guards during the day at such times as he may deem necessary, and make his rounds at night at least once after twelve o'clock.

392. The officer-of-the-day being charged with the order and cleanliness of the camp, a fatigue is furnished to him when the number of prisoners is insufficient to

clean the camp. He has the calls beaten by the drummer of the guard.

393. The officer-of-the-day satisfies himself frequently during the night of the vigilance of the police guard. He prescribes patrols and rounds to be made by the officer and non-commissioned officers-of-the-guard. The officer-of-the-guard orders them when he thinks necessary. He visits the sentinels frequently.

394. The commanding officer is generally greatly dependent upon the officer-of-the-day and upon the manner in which he performs his duty, especially in the vicinity of the enemy; in time of danger, the officer-of-the-day can relieve him of much care and anxiety; in more quiet times, at rest, or on the move, the comfort of every one is affected by the order, quiet, and cleanliness which the officer of the day enforces.

395. All prisoners under guard without written charges, will be released by the officer-of-the-day at guard-mounting, unless orders to the contrary shall be given by the commanding officer.

396. When two or more organizations are encamped together, there shall be a field officer-of-the-day detailed, a field officer when practicable but captains may serve. His duties are similar to, but more comprehensive than those of the regimental officer-of-the-day. He is to the brigade what the latter is to the regiment.

397. The officer-of-the-day will constantly be in full dress; he will wear a crimson sash over the right shoulder and under the left arm.

## ARTICLE XL.

### *Officer-of-the-Guard.*

398. The manner in which the guard duty of a regiment is performed is a very good criterion of the discipline and the military character of it, and the duty of the officer-of-the-guard is one of the most important and responsible ones in the service.

399. The guard is turned out and paraded and inspected at reveille, retreat and tattoo, and the roll called. It is also required to turn out at the beating of the "long roll" or the sounding of "to horse," or the cry of "fire."

or any alarm or disturbance. "To turn out the guard" means to parade it under arms.

400. Vigilance on the part of the officer-of-the-guard should be directed particularly to seeing that the non-commissioned officers do their duty, that the corporals visit their reliefs frequently and instruct the sentinels, that the sentinels walk their posts diligently; and he should visit them repeatedly during the day and night, and ascertain by personal examination whether the sentinels know their duties. He should enforce cleanliness and order in the guard, and proper military deportment, and not allow any games or other pursuits that would take away from the proper dignity of a guard.

401. An officer is to remain constantly with his guard, except while visiting the sentinels, or necessarily engaged elsewhere on his proper duty.

402. The officer-of-the-guard constantly wears his sword; and neither officers nor soldiers are to take off their clothing or accoutrements while on guard.

403. An officer commanding a guard, when going to visit sentinels, or leaving for any other purpose, will state to the next in command his destination, and the probable time of his absence.

404. The officer-of-the-guard must see that the countersign is duly communicated to the sentinels at such times as shall be fixed by the commanding officer.

405. He will see that the guard turns out promptly and pays the proper compliment's to officers who approach.

All guards are to turn out and present arms to general officers so often as they pass them, except the personal guards of general officers, which turn out only to the generals whose guards they are, and to officers of superior rank.

To commanders of regiments, garrison or camp, their own guard turn out and present arms once a day, after which they turn out with arms at a carry.

406. The officer-of-the-guard makes his report of his tour of service, including the advanced post, and sends it, after the guard is marched off, to the old officer-of-the-day.

407. When the regiment marches, the men of the police guard return to their companies. In the cavalry, at the sound "boot and saddle," the officer-of-the-guard sends one-half the men to saddle and pack; when the regiment assembles, all men join it.

408. During the time of relieving the sentinels of the old guard, the two guards will stand at place-rest and the new officer-of-the-guard will receive his instructions from the old officer and will then take possession of the guard house and the prisoners and articles in charge of the guard.

409. Inexperienced officers are put on guard as supernumeraries, for the purpose of instruction.

410. The old officer-of-the-guard will call the roll of the prisoners immediately after guard mounting.

411. During daylight sentinels should be instructed to pass all officers through the lines, without halting them.

## ARTICLE XLI.

### *Staff Officers.*

412. While every staff officer has certain duties peculiar to his office, he has other duties in common with all staff officers.

413. Staff officers should be possessed of tact and discretion, with a courteous bearing toward all. They should be able to make brief and reliable reports of all that they observe and allow nothing to escape their notice.

414. Staff officers should never discuss the actions of their chiefs, nor let it appear from their bearing that they are the repositories of important secrets.

415. Staff officers must at all times be prepared to attend, and possibly to represent, their chiefs; personal preference must not be allowed to interfere with this, their first duty.

416. As the bearer of reports to superiors, the staff officer should premise, "General —— has the honor to, etc.;" in bearing messages to others he should premise, "General —— presents his compliments, etc." In transmitting orders he will add, by order of, or by com-

mand of; or premise, "I am commanded (or directed) by, etc."

417. It is an indispensable qualification for a staff officer that he should ride well.

418. Assistant adjutant generals and adjutants have their swords drawn while in command of troops assembling for a parade, on dress parades and at guard-mountings.

During the inspection of a battalion, the regimental staff have their swords drawn until they themselves have been inspected.

During the review of a brigade, division or corps and at dress parade, staff officers draw and return swords with their general.

Staff officers draw swords when the commands to which they belong are, or when the officer on whose staff they are, having his sword drawn, is about to pay compliments.

On no other occasion do staff officers draw swords.

## ARTICLE XLII.

### *Sergeant Major.*

419. The sergeant major is the ranking non-commissioned officer of the regiment, he assists the adjutant in the performance of his duties.

420. At orderly call in the morning the sergeant major receives the company morning report books from the first sergeants, gives them the orders for the day and orders to be copied in the company order-book; at orderly call in the afternoon he furnishes the first sergeants with the details required from their respective companies for the morrow, and returns the morning report books. In like manner reports and orders for the band are received from or transmitted through, the drum major by the sergeant major.

421. The sergeant major should be a model soldier for the regiment in his dress and military deportment. His example and punctual performance of duty go far towards influencing proper discipline. He should be conversant with the duties of all non-commissioned officers and privates.



## ARTICLE XLIII.

*Non-commissioned Officers.*

422. Non-commissioned officers should be thoroughly familiar with the schools of the soldier and company, and with all that relates to the guides in the schools of the battalion and should be well posted in ceremonies; they should also be instructed in the manner of giving commands.

423. Non-commissioned officers are appointed by company officers and cannot be reduced to the ranks without the concurrence of the colonel or by sentence of court-martial.

424. Much of the discipline of a regiment depends upon the selection of the sergeants and corporals. If they are properly selected, sustained, and directed, they will furnish material aid in governing the men.

425. Non-commissioned officers are entitled to respect and implicit obedience from the men; they must be just and impartial on all occasions.

426. Non-commissioned officers should be examples of neatness, cleanliness and soldierly conduct. They should be the first to take their places at roll-calls, and should see that the men take their places promptly, and preserve silence.

427. Non-commissioned officers should be especially skillful in taking the cadence of the various steps, as the regularity of a column in march depends upon them. For practice they should use the measures suggested in the article on armories.

428. A non-commissioned officer for any offense or for disobedience of orders or unmilitary conduct at a regimental or battalion parade, may, besides incurring the fine prescribed, be reduced to the ranks by the commander of his regiment or battalion, and for such misconduct at any other parade, by such commander, with the advice of his company commander.

429. Guides and file closers execute *order arms*, *fix and unfix bayonet*, and *carry arms*. In rendering honors they execute the *present*, *reverse*, and *rest on arms*. On drill they

execute the *support* and *right shoulder arms*, except the guide of each sub-division in column when marching in common or quick time, and the guides who mark the line of battle during its formation. They execute the other movements of the manual only when specially directed. The guide of a sub-division marching in column in quick time holds his musket at a carry arms.

## ARTICLE XLIV.

### *First Sergeant.*

430. The duties of the first sergeant are peculiar to his position, and require capacity and knowledge, superior to those of other sergeants.

431. The first sergeant receives orders from the captain or officer commanding the company, and sees that they are executed.

432. Orders received by the first sergeant from the commanding or other officer should be communicated to the company commander as early as possible.

433. At orderly calls the first sergeant repairs to regimental or post headquarters, to receive orders or instructions, which he should report to the company commander without delay.

434. In camp or on other duty, including drill, the first sergeant makes out and signs the company report, and submits it to the commanding officer of the company for his signature, after which it is transmitted to the adjutant.

435. The sick report must always be made up in the morning before the morning report, in order that the latter may be accurate as to the number of men for duty.

436. The first sergeant keeps the roster, and makes all details from his company.

437. The first sergeant parades and inspects all details from his company, sees that they are properly equipped for the duty which they are to perform, and then turns them over to a non-commissioned officer, to be marched to their posts, or marches them there himself.

438. The first sergeant, although he should be familiar with the duties of sergeants and corporals, is seldom

called upon to perform any duty that would remove him from his own position. He is not liable for guard duty, or fatigue, or detached service, unless the entire company is detailed for the same

439. At all roll-calls the first sergeant takes his place six or eight paces, according as the company is small or large, in front of and opposite the center of his company, facing towards it. If the company is forming without arms, the men fall in and take the position of *parade rest*, and the first sergeant takes the same position.

440. They should fall in in two ranks, whether with or without arms. With arms they fall in at a carry instead of at a parade rest. The company is formed in the interval between the musicians' call and the last note of the assembly, when every man should be in ranks.

441. When the music has ceased the first sergeant commands "*attention*," whereupon the company, if at parade rest, take the position of the soldier; and if with arms, the sergeant adds "*support arms*." The roll is then called, commencing with "*sergeants*," *Adams, Smith, &c.*, in order of rank, until all are called; then "*corporals*," *Brown, Jones, &c.*, to *farrier*," then "*buglers*" or "*musicians*," and finally "*privates*," *Ames, Brown, Cox, &c.*, in alphabetical order. As each name is called, they answer, "*Here*," and if with arms at a support, they come to a "*carry*" and finally to "*order arms*" immediately on answering to their names; if with sabers or pistols drawn, they return them to their scabbard.

442. After the roll has been called, the first sergeant turns to the officer superintending the roll-call, and reports the absentees by name. If none are absent without proper authority, he reports, "*all present or accounted for*." If the officer should then take command of the company, the first sergeant takes his post on the right of the company, and acts as right guide.

443. The first sergeant is usually empowered by the captain to confine soldiers and arrest non-commissioned officers for offenses. In these cases he always report the confinement or arrest to be by order of the captain or company commander. He should, however, report the facts in the case to the captain or company

commander at once, in order that he may be prepared to sustain him in the act, or correct it if he does not approve of his action.

444. While the adjutant is equalizing the battalion, the first sergeants will take post in the line of file closers.

445. All sergeants fix bayonets when their companies do the same.

## ARTICLE XLV.

### *Corporals.*

446. The duties of corporals are simple, and a capacity for control is the principal requisite. They take charge of the smaller details for guard, fatigue, and police.

447. Corporals are frequently called upon to assume responsibilities of sergeants, and should therefore be familiar with their duties : they should also be familiar with the school of the soldier, and capable of instructing the recruits in elementary principles.

448. Corporals should be perfectly familiar with the duties of sentinels, and able to instruct the members of the guard.

449. Corporals of cavalry are often placed in charge of small parties, or patrols on provost-duty and should become as thoroughly familiar with the country as practicable, and be able to make clear reports of all that they see or hear.

450. In charge of stable-guards, corporals have a general supervision of the stables, see that the horses are watched, and that none get loose or are injured.

451. Corporals of artillery act as gunners, and assist the chiefs of section in managing the pieces, and directing the men.

## ARTICLE XLVI.

### *Grand Guards.*

452. Grand guards are the advanced posts of a camp or cantonment, and should cover the approaches to it. These guards are stationed a couple of miles away from an army, and usually go on duty for several days.

Grand guards pay no compliments. The advanced post of a camp guard, if there is one, pays compliments.

## ARTICLE XLVII.

*Camp, or Police Guards.*

453. Camp guards will be relieved every twenty-four hours.

454. In brigade encampments, when the commanding officer deems it necessary to place a chain of sentinels around his camp or a portion of it, such duty will count on the roster as for grand guard, but the duties of such guard will be conducted according to the principles of police guards.

455. The term "police guard" refers to the sentinels which surround a camp; it should not be confounded with the fatigue party, whose duty it is to police a camp.

456. In each regiment a police guard is detailed every day, consisting of two sergeants, three corporals, two drummers, and men enough to furnish the required sentinels and patrols. The men are taken from all the companies, from each in proportion to its strength. The guard is commanded by a lieutenant, under the supervision of a captain, as regimental officer-of-the-day. It furnishes ten sentinels at the camp, one over the arms of the guard, one at the colonel's tent, three on the color front, one of them over the colors, three fifty paces in rear of the field officers' tents, and one on each flank between it and the next regiment. If it is a flank regiment, one more sentinel is posted on the outer flank.

457. In the cavalry, dismounted men are employed in preference on the police guard. The mounted men on guard are sent in succession, a part at a time to groom their horses.

458. In each company, a corporal has charge of the stable-guard. His tour begins at retreat and ends at morning stable-call. The stable guard is large enough to relieve the men on post every two hours. They sleep in their tents and are called by the corporal when wanted. At retreat he closes the streets of the camp with cords, or uses other precautions to prevent the escape of loose horses.

459. The sentinels over the colors has orders not to permit them to be moved except in presence of an escort ; to let no one touch them but the color-bearer, or the sergeant of the police guard when he is accompanied by two armed men.

460 The sentinels on the color front permit no soldier to take arms from the stacks, except by order of some officer or a non-commissioned officer of the guard. The sentinel at the colonel's tent has orders to warn him day or night, of any unusual movement in or about the camp.

461. The sentinel on the front, flank and rear, see that no soldier leaves camp with horse or arms, unless conducted by a non-commissioned officer. They prevent non-commissioned officers and soldiers from passing out at night, except to go to the sinks, and mark if they return. They arrest at any time, suspicious persons prowling about the camp, and at night, every one who attempts to enter, even the soldiers of other corps. Arrested persons are sent to the officer-of-the guard, who sends them, if necessary, to the officer of the day.

462. At retreat, the officer of the guard has the roll of his guard called, and inspects arms, to see that they are loaded (in time of war) and in order. The sergeant of the police guard, accompanied by two armed soldiers, folds the colors and lays them on the trestles in rear of the arms.

463. At reveille, the police guard takes arms ; the officer of the guard inspects it. The sergeant replants the colors in place.

464. Sentinels will be relieved every two hours, unless the state of the weather or other causes should make it necessary or proper that it be done at shorter or longer intervals.

465. Each relief, before mounting, is inspected by the commander of the guard or of its post. The corporal reports to him and presents the old relief on its return.

466. The countersign, or watchword, is given to such persons as are entitled to pass during the night, and to officers, non-commissioned officers, and sentinels of the

guard. Interior guards receive the countersign only when ordered by the commander of the troops.

467. The parole is imparted to such officers only as have a right to visit the guards, and to make the grand rounds, and to officers commanding guards.

468. Neither officers nor soldiers are to take off their clothing or accoutrements while they are on guard.

469. When a fire breaks out, or any alarm is raised in a garrison, all guards are to be immediately under arms.

470. Sentinels will not take orders or allow themselves to be relieved except by an officer or non-commissioned officer of their guard, the officer of the day, or the commanding officer, in which case, the orders will be immediately notified to the commander of the guard by the officer giving them.

471. Sentinels will report every breach of orders or regulations they are instructed to enforce.

472. Sentinels must keep themselves on the alert, observing everything that takes place within sight and hearing of their posts. They will carry their arms habitually at a support, or on either shoulder, but will never quit them. In wet weather, if there be no sentry-box, they will secure arms.

473. No sentinel shall quit his post or hold conversation not necessary to the proper discharge of his duties.

474. All persons of whatever rank in the service are required to observe respect towards sentinels; and to force a guard, or resist a sentinel or guard, is one of the greatest of offenses, meriting the severest punishment.

475. In case of disorder, a sentinel must call out the guard, and if a fire takes place, he must cry "*fire!*" adding the number of his post; if in either case the danger be great, he must discharge his fire-lock before calling out.

476. It is the duty of the sentinel to repeat all calls made from posts more distant from the main body of the guard than his own, and no sentinel will be posted so distant as not to be heard by the guard, either directly or through other sentinels.

477. The sentinel at any post of the guard, when he

sees any body of troops, or an officer entitled to compliment, approach, must call, *tun out the guard!* and announce who approaches.

478. Guards do not turn out as a matter of compliment, after sunset; but sentinels will, when officers in uniform approach, pay them proper attention, by facing to the proper front and standing steady at *carry arms*. This will be observed until the evening is so far advanced that the sentinels begin challenging.

479. After retreat, (or the hour appointed by the commanding officer,) until broad daylight, a sentinel challenges every person who approaches him, taking at the same time, the position of charge bayonets. He will suffer no person to come nearer than within reach of his bayonet, until the person has given the countersign.

480. A sentinel in challenging, will call out *who comes there*; if answered *Friend with the countersign*, and he be instructed to pass persons with the countersign, he will reply—*Advance friend with the countersign*; if answered *Friends* he will reply—*Halt friends, advance one with the countersign*; if answered *Relief, Patrol, or Grand Rounds*, he will reply, *Halt, Advance Sergeant* (or corporal,) *with the countersign*, and satisfy himself that the party is what it represents itself to be. If he has no authority to pass persons with the countersign, if the wrong countersign be given, or if the persons have not the countersign, he will cause them to stand and call *Corporal of the Guard*.

481. In the daytime, when the sentinel before the guard sees the officer-of-the-day approach, he will call—*Turn out the guard, officer of the day*. The guard will be paraded, and salute with presented arms.

482. When any person approaches a post of the guard at night, the sentinel before the post, after challenging, causes him to halt until examined by a non-commissioned officer of the guard. If it be the officer of the day, or any other officer entitled to inspect the guard, and to make the rounds, the non-commissioned officer will call *Turn out the guard*, when the guard will be paraded at *carry arms*, and the officer-of-the-guard, if he thinks necessary, may demand the countersign and parole.



483. The officer of the day, wishing to make the rounds, will take an escort of a non-commissioned officer and two men. When the rounds are challenged by a sentinel, the sergeant will answer *Grand rounds* and the sentinel will reply—*Halt grand round!* *Advance sergeant with the countersign* upon which the sergeant advances and gives the countersign. The sentinel will then cry—*Advance rounds* and stand at a carry till they have passed.

484. When the sentinel before the guard challenges and is answered—*Grand rounds*, he will reply—*Halt grand rounds, turn out the guard, grand rounds*, upon which the guard will be drawn up at carry arms. The officer commanding the guard will then order a sergeant and two men to advance; when within ten paces the sergeant challenges. The sergeant of the grand rounds answers *Grand rounds*, the sergeant of the guard replies—*Advance sergeant, with the countersign*. The sergeant of the rounds advances alone, gives the countersign, and returns to his round. The sergeant of the guard calls to his officer *The countersign is right*, on which the officer of the guard calls *Advance rounds*. The officer of the round passes along the front of the guard to the officer, who keeps his post on the right and gives him the parole. He then examines the guard order back his escort, and taking a new one proceeds in the same manner to other guard.

485. All material instructions given to a sentinel on post by persons entitled to make grand rounds, ought to be promptly notified to the commander of the guard.

486. Any general officer, or the commander of a post or garrison, may visit the guards of his command, and go the grand rounds, and be received in the same manner as prescribed for the officer-of-the-day.

487. The most intelligent soldier should always be selected for the post No. 1 at the guard house, and experienced soldiers for other important posts and they will watch closely for all general and commanding officers, officers-of-the-day and armed bodies of troops, and will call "turn out the guard" upon their being seen to approach. During a tour of duty a sentinel should be placed on the same post so far as possible.

488. Sentinels must never sit down nor let go their muskets, but must walk their beats and perform their duties in a soldier-like manner.

489. When a brigade guard does duty in place of regimental guards, the brigade guard is mounted as prescribed for a grand guard.

490. A guard is generally mounted in the morning about eight or nine o'clock, and if possible the adjutant should, the night before, warn the lieutenant whose turn it is to be officer-of-the guard, and also the first sergeants of the number of non-commissioned officers and men required from each.

491. This detail by the adjutant should include enough privates to act as orderlies. The first sergeant will immediately warn the non-commissioned officers and privates whose turn it is to do guard duty, and will add the next two privates on the roster as supernumeraries. These supernumeraries take the place of any of the regularly detailed privates who may be rejected or may be taken sick during the tour of duty. No matter when they relieve men taken sick, they get credit on the roster for a full day's duty.

492. The adjutant selects from the guard the soldiers who are neatest in their general appearance as the orderlies required.

493. It is a most serious breach of military discipline for an officer or soldier to communicate the countersign to any person not entitled to it. No sentinel will give or communicate the countersign to any person whatever except to the sentinel who relieves him.

494. A sentinel over property or supplies of any kind, will call for the corporal of the guard when any person other than those authorized, or the officer responsible for the property, wishes to touch them. Placed over prisoners, he must suffer no person, except those authorized, to converse with them, nor must he permit the prisoners to leave their places of confinement.

495. In assembling for guard duty on the company parade ground, the men fall in in two ranks, faced to the right, non-commissioned officers and supernumeraries falling in as file closers. The first sergeant then faces

the detail to the left, verifies it, opens ranks, inspects dress and general appearance and closes ranks. At the *adjutant's call* the first sergeants march the details to the regimental parade ground and halt them, slightly in rear of the line, each first sergeant in turn, as his detail arrives, placing himself near the left of the detail, on a line with and facing the sergeant-major, and commanding *Rear, open-order, march*. At the command *march* the front rank dresses up on the line and the rear rank steps back three paces and dresses to the right. The non-commissioned officers are three yards in rear of the rear rank and the supernumeraries are three yards in the rear of the non-commissioned officers. Seeing the ranks opened, the first sergeant commands *front*, and saluting the sergeant-major, he reports his detail. He then passes around the sergeant major and the right of the guard and takes post three yards in rear of his supernumeraries.

The first sergeant and supernumeraries come to *order arms, parade rest* and *attention* with the guard. They remain at *order arms* while the guard is being presented and wheeled into column. The senior first sergeant commands *parade rest* at the command *march* for passing in review, and *supernumeraries attention*, when the officers of the day come to attention. The first sergeants come to *parade rest* and *attention* with the supernumeraries. The rear of the column having passed the officers of the day, the senior first sergeant commands *carry arms* after, which each first sergeant marches his supernumeraries away and dismisses them on the company parade ground.

A non-commissioned officer commanding a guard takes post on the right flank (unless it be the new guard posted on the right of the old guard near the guard house, when he will be on the left flank), and salutes with the guard. A non-commissioned officer in command of a guard marching by the flank marches on the left of the last file and places another non-commissioned officer as guide on the left of the first file. A corporal in command of a relief marches on the left of the last file, the old corporal-of-the-guard marching as guide on the right of the front file. When the old sentinels have all been relieved, the old corporal-of-the-guard assumes command of the relief,

exchanging places with the new corporal for that purpose.

When a relief approaches to within six paces of a sentinel to be relieved, the corporal commands, *relief, halt, No. —, arms, port*, and the sentinels come to arms port, and approach each other, the old sentinel whispering to the new sentinel his instructions. The old sentinel then falls in, in the last file. The sentinel at the guard house is first relieved and he remains at the guard house. A relief marches at a support or a right shoulder arms. A guard salutes its own officer of the day.

When any other person entitled to compliments approaches the guard house when both are present, the senior officer-of-the-guard will give the necessary commands to both guards.

(Read Articles III and VIII for salutes by guards and sentinels.)

## A R T I C L E XLVIII.

### *Inspections.*

496. There are two inspections of the guard every year under the laws of the state. The first one will be in the spring upon direction of the major general, and one in the last half of the year under the direction of the Governor.

497. The general of brigade inspects his troops in detail, by companies, when he takes the command and at the opening of the campaign, and as often as may be necessary to ascertain exactly their condition. The general of division makes similar inspections when he thinks proper.

498. At these inspections the officers and men will appear fully armed and equipped in every particular, with uniforms and equipments in the most perfect order.

Officers will also be prepared to appear before the examining board and to exercise their commands in such manœuvres as may be required.

499. At the two inspections prescribed by law company commanders will prepare and carry with them duplicate alphabetical inspection rolls and be duly sworn to them by a competent officer or by a magistrate. At the spring inspection the major-general sometimes orders the rolls dispensed with.

During encampments and in actual service there will be made on every Sunday morning a rigid and complete inspection of the troops, arms, uniforms, equipments and quarters.

## ARTICLE XLIX.

*Pay and Rations.*

500. Upon passing a satisfactory inspection at the annual fall inspection, each company of infantry is entitled to five hundred dollars and each company of artillery or cavalry to one thousand dollars per annum. This money is to purchase, maintain and renew the sixty state uniforms, viz., caps, blouse and pants. A company saving anything out of this allowance, may transfer the balance to the company fund.

501. For hire of armories each company is entitled to one hundred dollars. In cities exceeding a population of 15,000 two hundred dollars is allowed.

502. For actual service and for the one days' service at the fall inspection the pay of troops is as follows:

| RANK.                          | Pay<br>per day. | Pay per<br>month. |
|--------------------------------|-----------------|-------------------|
| Major general.....             | 20 83           | 625 00            |
| Brigadier general.....         | 15 28           | 458 33            |
| Colonel.....                   | 9 72            | 291 67            |
| Lieutenant Colonel.....        | 8 33            | 250 00            |
| Major.....                     | 6 94            | 208 33            |
| Captain mounted.....           | 5 55            | 166 67            |
| Captain.....                   | 5 00            | 150 00            |
| Adjutant.....                  | 5 00            | 150 00            |
| Quartermaster.....             | 5 00            | 150 00            |
| First Lieutenant mounted.....  | 4 44            | 133 33            |
| First Lieutenant.....          | 4 17            | 125 00            |
| Second Lieutenant mounted..... | 4 17            | 125 00            |
| Second Lieutenant.....         | 3 89            | 116 67            |
| Chaplain.....                  | 4 17            | 125 00            |
| Hospital Steward.....          | 3 00            |                   |
| Two principal musicians.....   | 3 00            |                   |
| Non-commissioned staff.....    | 3 00            |                   |
| First Sergeant.....            | 3 00            |                   |
| Sergeants.....                 | 2 00            |                   |
| Corporals.....                 | 1 75            |                   |
| Privates and Musicians.....    | 1 50            |                   |

503. Officers who have served five years in the same rank, will be entitled for time in actual service, to an additional ten per cent.

*The ration is as follows :*

504. One ration for each man per day.

| Article.                     | Quantity for one. | Quantity for 100. |
|------------------------------|-------------------|-------------------|
| Pork or bacon.....           | 12 ounces,        | 75 pounds.        |
| Or dried fish.....           | 14 “              | 87½ “             |
| Or pickled fish.....         | 18 “              | 112½ “            |
| Or fresh beef.....           | 20 “              | 125 “             |
| Or salt beef.....            | 22 “              | 137½ “            |
| Flour or bread.....          | 18 “              | 125½ “            |
| Or hard bread.....           | 1 pound,          | 100 “             |
| Or corn meal.....            | 20 ounces,        | 125 “             |
| Beans or peas.....           | 2 4-10 ounces,    | 15 “              |
| Or rice or hominy.....       | 1 6-10 “          | 10 “              |
| Green coffee.....            | 1 6-10 “          | 10 “              |
| Or roasted or ground coffee, | 1 28-100 “        | 8 “               |
| Or tea.....                  | 32-100 “          | 2 “               |
| Sugar.....                   | 2 4-10 “          | 15 “              |
| Or syrup or molasses.....    | 2-100 gallons,    | 2 gallons.        |
| Vinegar.....                 | 1-100 “           | 1 “               |
| Candles.....                 | 2-10 ounces,      | 1¼ pounds.        |
| Soup.....                    | 64-100 “          | ¼ “               |
| Salt.....                    | 64-100 “          | 4 “               |
| Pepper.....                  | 4-100 “           | ¼ “               |

The government will issue such articles of the same nature as it sees proper, or it may issue part of one thing and part of another; thus, it may issue for 100 men 66½ pounds pickled fish and 62½ pounds of fresh beef, or all fish or all beef.

505. The forage ration for each horse is 14 pounds of hay and 12 pounds oats, corn or barley.

506. Horses for artillery and cavalry are hired at the expense of the state, upon occasions of legally prescribed parades and in time of actual service.

## ARTICLE L.

*Rifles—Care and use of.*

(By Colonel Geo. Sanderson, Division Inspector of Rifle Practice.)

## TO CLEAN THE LOCK.

507. Wipe every part with an oiled rag and then a dry one; if any rust is detected, put a drop of oil on the point of a piece of soft wood and rub out the rust, wipe the surface dry and then rub every part with a slightly oiled rag. On no account use emery or powder of any kind, as the parts are sure to rust if the case-hardening is injured. Before remounting the lock, the screw-threads, pins, and locking-lever should be oiled. Sewing machine or watchmaker's oil is preferable for all the metal parts of the rifle, and as little as possible should be used.

## TO CLEAN THE RIFLE.

508. Use a brush, or, if not obtainable, a wooden wiping stick, wound with a soft rag, dipping in hot water and rubbing the inside of the barrel till all fouling is removed. This should be done immediately after firing as the residuum is soft at that time and easily removed. If this be neglected, the trouble is very great and chances of injuring the rifling greater. Rub inside of barrel perfectly dry and then oil slightly. After oiling, let rifle stand for a time and then carefully wipe it, but not entirely dry. Keep the exterior of the rifle slightly oiled, wooden parts with linseed oil, to be rubbed dry with a woolen cloth, and wipe off before using. Benzine is useful for removing rust, but the barrel must be wiped perfectly dry at once or it will corrode. Never use a ramrod as a wiper, and never attempt to drag one out of the barrel by extreme force if it gets caught; it will certainly injure the bore. Be careful not to injure rifling at the muzzle, as this is the portion which has the greatest effect on the accuracy of the rifle. Carry hammer at half-cock, and before using see that firing-pin is all right. If the extractor cuts through the rim of a shell, drive it out with the ramrod. If the head of a shell comes off while firing, reduce a ball by cutting or rolling until it

will go into the muzzle; then ram the ball hard and the the cartridge can be removed from the breech.

#### HINTS AS TO HANDLING RIFLE.

509. Learn to know the parts of your rifle, so as to be ready to take it apart and assemble it, and to see for yourselves that it is in good condition.

Carefully examine the grooves after firing and cleaning, to see that they are not "leaded." Wipe out after firing as often as practicable to prevent "leading," as, if the grooves become "leaded," the velocity is diminished and the ball falls short.

Be careful to place the piece in the rack gently, as the barrel may become indented or marred; once this happens, the piece is useless for accuracy. Never sit on the piece or use it for carrying weights.

Bring butt of piece gently to the ground in ordering arms, as a heavy shock is apt to loosen the screws and split the wood-work.

Be careful to prevent water from getting in between the wood-work and barrel, which can be prevented by rubbing in a little beeswax.

See that the fore sight is in good order.

If any obstruction should find its way into the barrel, leaving an air space between it and cartridge, remove it before firing. The barrel is liable to burst, if fired under such circumstances.

Keep cartridges clean. Place no cartridge that has a particle of gritty substance in the chamber, as it will cause the shell to stick.

Keep a tight-fitting wad, cork or plug in the muzzle of the barrel, and a greased wad in the chamber, when the piece is put away.

#### USE OF THE SIGHTS.

510. Be careful to keep your sights perfectly perpendicular when firing, as a slight variance from it to the right or left will cause the ball to take a corresponding direction.

Be sure the rear sight is properly elevated.

In aiming use the rear sight, through the notch of which find the target, and then, and not till then, bring



of the sight to bear on it by glancing along the top. Don't make the mistake of using the fore sight before your eye is fixed on the target.

At point blank distance, which is one hundred yards, aim a trifle under the object to be fired at, at the same time drawing a fine sight, as the elevation will be too great if more than the very point of the fore sight is seen.

The fore sight may be blackened, but cannot be colored any other color, and no filing of sights is allowable, though the sliding bar of the rear sight may be inverted.

#### RIFLE RANGES.

511. Select the range with regard to the following conveniences:

Convenience of access.

As level as possible between firing points and butts.

If the butts can be placed against a high and steep hill, it will be of great advantage and much more safe. If this is impossible select a site with as due a regard to safety as is possible.

Place poles with red streamers at intervals of fifty yards between targets and firing points, as indicators of the wind. If a wind guage is erected these are unnecessary.

The firing points should be made level.

The targets may be of cast iron, stone, cloth or paper. The iron target, though the most expensive at the start, is the most economical in the end, and by far the most satisfactory, as the bullet leaves a distinct mark, which may be quickly erased with the white-wash brush. They are made in three sections of two feet by six, with hinged resting rods behind, so that they can be placed in position at any required angle. Two of the sections are raised when practicing at one or two hundred yards, and all three when practicing at five hundred. The system adopted by me in placing targets and marking butts at the Nay Aug range, for the last season was as follows, viz: the targets were placed on a hard wood piece of timber about six feet six inches long, firmly embedded in the ground and grooved slightly on the top to hold the edges of the targets and to prevent them from sliding forward. Forty feet in front and ten feet to one side of

the targets, a pit four feet deep was dug, behind which a heavy plank butt was erected four feet high. Over this the dirt excavated from the pit was thrown and banked. To one side was erected on each firing day, a mock target made of canvas, and red used instead of black in painting the lines. In the pit the markers were stationed and indicated on the canvas target the spot on the iron one. When the marks on the iron target became too numerous the danger flag was erected, and the markers stepped out and applied the brush. This system has its advantages, though it is not equal to the Creedmoor butts, which are very expensive. 1st. It is inexpensive. 2d. It is absolutely safe, if markers obey the rules, for the spray of the broken bullet cannot dash back, as the targets are placed at an angle. 3d. The shots can be distinctly seen from the butt and need not be whitewashed till a number have been fired. 4th. When a shot was disputed the bugle was sounded, the red flag went up, the markers went to the targets and rectified the shot, then retreated to the butt, lowered the red flag, and the firing went on without further delay.

The markers should be supplied with red danger flags, and the instant one is displayed the firing must cease and must not be resumed till it is lowered. When firing is going on there should be a large red flag at the firing point also, and no marker must be allowed outside his butt while this is raised.

#### WINDAGE.

512. A side wind frequently depresses the bullet in addition to moving it sideways; a front wind retards it and requires a greater elevation; a rear wind carries it and reduces the elevation. Allowance for wind must be increased with the distance to be shot over.

#### CLASSIFICATION OF WINDS.

|            |                      |   |
|------------|----------------------|---|
| Gentle,    | 4 miles an hour..... | 1 |
| Moderate,  | 10 " " " .....       | 2 |
| Fresh,     | 20 " " " .....       | 3 |
| Strong,    | 35 " " " .....       | 4 |
| Very high, | 50 " " " .....       | 5 |
| Gale,      | 80 " " " .....       | 6 |

A most important requisite to good shooting is a correct record of every shot fired, marked on a plan of the target, with a note of the time of day, kind of light, and direction and force of wind.

#### GOVERNMENT OF THE MEN AT RANGES.

513. The men must, on all regular practice days, be under the charge of an officer.

They will preserve perfect quietude at the firing points.

Those not firing will be posted a sufficient distance to the rear to prevent comment being heard, and placed at "in place rest."

The men will be placed at the firing points by twos, and will fire alternately, as rapidly as possible, having due regard to accuracy. Having fired their shots, the scorer calls out the names of the next two, and so on through the detachment, till all have fired.

A score sheet with the names of the detachment should be furnished the scorer who will call out the result of each shot and the names of the next on the list to fire.

No man should be allowed at the firing point, when the danger signal is displayed, with the chamber of his rifle closed. The instant the red flag goes up the chamber should be opened.

In all practice at ranges, the first and most important duty is that which will render the firing safe, not only to the men engaged, but to lookers-on as well. The men must watch the red flags, and the markers must use them carefully and quickly. When the flag is raised the marker should not rush out at once, but allow an interval to elapse, so as to be safe from any mistake at the firing point.

These brief rules, stringently adhered to, will do away with any danger.

Finally, all practice, either private or in regular course, should be carried on calmly, earnestly, and with one end in view—improvement.

The rules of the National Rifle Association will govern all practice in this regiment.

## CLEANING SHELLS.

514. After firing, when the re-loading shell is used, it should be cleaned thoroughly. There are various ways of doing this: Soaking in sharp vinegar, or boiling in water and wiping out with a rag wet with vinegar, are simple ways. They should be thoroughly cleaned and dried before loading, and the ball well greased.

## LOADING, AMMUNITION.

515. The shells must be absolutely clean.

The shells should be crimped or expanded at the mouth so that the bullets will fit uniformly.

The mouth of the shell should be smooth and the ball pressed down firmly on the powder.

The cap should be seated deep: first, to make sure that it will explode; second, to have it below the head of the shell to avoid accident.

Make scratch mark on the top of shell and insert the same way every time.

The powder should be weighed accurately and carefully poured into the shell through a long tube.

Never load a breech-loader except at the firing point and then keep the muzzle towards the target. No possible regret could repair the damage resulting from an accident.

## ARTICLE LI.

*Miscellaneous.*

516. A colonel commanding, during a review of his regiment, does not sheathe his sword.

517. A brigadier general commanding, during a review of his troops, sheathes his sword only while he accompanies the reviewing officer along the front and rear of the line.

518. A major general, during a review of his troops, has his sword drawn only while he is riding at the head of his troops in column passing in review.

519. Officers should always draw swords before giving commands to troops. On route marches this is not necessary.

520. Officers will note the difference between *parade rest* and *in place rest*, and will avoid giving the order *parade rest*, when the intention is to give relief to the troops.

521. When marching in quick time, officers will carry their swords against their shoulder, and not over their elbows in a careless way.

522. In drilling troops in the manual of arms, officers should give the commands with spirit and in the cadence of the step in quick time. To learn this, an officer should practice giving commands as he is marching in quick time, giving a command at each step. Success in drilling troops requires that commands should be given in this manner.

523. When the colonel joins the inspecting officer, or proceeds to inspect the battalion himself, it is proper courtesy for him to invite the lieutenant colonel and major to accompany him.

524. When a company is prepared for inspection, the captain takes post, faced to the front. He faces to the left only to give a command. The lieutenants face to the rear when the inspecting officer is about to inspect the musket of the first man.

525. An officer mounted to face the rear, wheels his horse to the left.

526. An officer in active service should supply himself with good maps of the country, and he should keep a record book of the marches and incidents of the campaign.

527. General, field and staff officers are competent to administer oaths on military business.

528. None but commanding officers—and they only in cases of extreme emergency—should order purchases made upon the credit of the state.

529. Punctuality is an essential qualification in a good officer or soldier.

530. Each colonel and each captain should at all times have at least twenty rounds per man of fixed ammunition safely stored for use of his command in time of need.

531. When officers are in uniform and on duty with

troops, hand-shaking should not be indulged in. It is unmilitary and prejudicial to discipline.

532. Officers in making requisitions will always sign the blank receipt.

533. Officers and non-commissioned officers should be free to refer all matters concerning which they are in doubt to their superiors for such information as can be given.

534. Any officer from a distance entering a place in which are the headquarters of his immediate superior, should report himself immediately.

535. The neglect to make reports or to reply to official communications requiring a report in answer, is a grave offense in an officer.

536. The post of honor is on the right, when officers ride, walk or sit in company.

537. Officers having the Military Code of 1874, should cancel all sections from No. 179 on page 34 to No. 201 on page 40, inclusive, those sections having been repealed.

538. Non-commissioned staff officers face about as prescribed for officers

539. Colors will not be carried by single companies on occasions when they may have to pay or receive military compliments.

540. Organizations desiring to visit other states must make application to the Adjutant General, who will, if a leave of absence be granted, obtain the necessary permission from the Adjutant General of the other state.

541. A parade is the assemblage of troops in military order for inspection, reviews, marches, etc.

542. In preparing for parade marches the broad-shouldered men should always be placed in the front rank.

543. In forming a company the left file must always be covered. If the left four contain three men or less, the sergeant orders the same number of corporals or men into the line of file closers; if it contain four men, they are placed in the front rank, and numbers one and four, covered by numbers two and three in the rear rank of the four next on the right; if it contain five men, the front rank is completed, number one covered, and number four covered by number three taken as before; if it

contain six men, the front rank is completed, the other two men cover numbers one and four; with seven men number three rear rank is left vacant.

544. In marching, soldiers should just feel the touch of the next man, and if the line becomes disarranged, they will gain the touch gradually and not with a quick movement. Crowding should be overcome by a gradual movement, also.

545. In passing parties to whom compliments are paid, the guide is announced on the flank towards them.

546. A successive movement in which captains give the order *support arms*, takes place in line of battle and in column, when companies arrive in place in succession.

547. When troops at a review or at a guard-mounting are wheeled from line into column, each commander will halt his own subdivision and dress it to the left. After that the commander of the whole will put it in march.

548. When an order is given, *halt*, muskets will be brought to a carry in the regular cadence of the step, but after the halt is made.

549. In route marches, the men carry their pieces at will, but with muzzles elevated; and captains will march at the rear of their companies.

550. Soldiers must never leave the ranks while on a march to get water. Canteens should be filled before starting, and at regular halts. Cold tea quenches thirst better than water. To cool the contents of a canteen, keep the covering wet and exposed to the air.

551. Soldiers on the march should lie down at every halt, and rest.

552. On the march no one shall fire a gun, or cry *halt* or *march* without orders.

553. The first halt upon a march should be for fifteen minutes at the end of half or three quarters of an hour: after that, halts of ten minutes should be made at the end of every hour.

554. Cavalry and artillery will make a longer march in a day, at a walk than on trot. If cavalry is pushed,

the soldiers should dismount and walk every fourth mile.

555. On parade marches, when the drum major is not in commission and is not exact in time and step, the best marching sergeant of the battalion should precede the drum corps, and the corps should take the time and step from him. This will give confidence to, and insure steadiness in the column.

556. An advance line of skirmishers equal to one tenth of a command should precede troops marching in line towards a scene of action, and a force of one sixth of the command should act as a reserve.

557. A uniformed guardsman who has performed five years service in the guard, or who has an honorable discharge from the U. S. service, having enlisted for not less than nine months, may claim exemption from jury duty during his term of guard service.

558. The amount of bond required of a captain of infantry is \$1,000. An officer requiring canvas from the State must give a special bond.

559. For all penalties not exceeding one hundred dollars, summary conviction may be had before any alderman or justice of the peace.

560. Any member of the National Guard who shall embezzle, misapply, or retain in his possession without authority, any moneys received by him for disbursement, shall be deemed guilty of a felony, and it shall be the duty of the district attorney of the proper county on complaint being made, to prosecute such offender in any court of competent jurisdiction and to collect any penalty imposed, and to pay the same into the State Treasury.

561. The penalty for wilfully or wantonly injuring or destroying any uniform, equipment, tent or other property of the State, or of a company, is a fine of fifty dollars and sixty days imprisonment in the county jail.

562. In camp and barracks, the company officers must visit the kitchen daily and inspect the kettles, and at all times carefully attend to the messing and economy of their respective companies.

563. The bread must be thoroughly baked and not



eaten until it is cold. The soup must be boiled at least five hours, and the vegetables always cooked sufficiently to be perfectly soft and digestible.

564. The messes of prisoners will be sent to them by the cooks.

565. All retainers to a camp are subject to military regulations.

566. Shoes, and not boots are the proper things to march in, and feet should be washed every night, (not morning,) in cold water to prevent them from blistering. Hard soap rubbed on the soles and heels of socks will tend to prevent chafing.

567. Chewing tobacco will not be permitted in the ranks when troops are at attention.

568. When cartridge-box covers become turned up at the corners, dampen the leather and rub the creases out with a piece of iron or hard wood. Leather should be oiled and blackened, never varnished.

569. The legal punishments for soldiers by sentence of a court-martial according to the offense and the jurisdiction of the court, are death, confinement, confinement on bread and water diet, solitary confinement, hard labor, ball and chain, forfeiture of pay and allowance, discharge from service, and reprimands. Solitary confinement and confinement on bread and water, shall not exceed fourteen days at a time, with intervals between the periods of such confinement, not less than such periods, and not exceeding eighty-four days in one year.

## CORRECTIONS TO BE MADE.

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In section 38, page 9, draw a line through the words "or company street."

In section 90, page 16, the words "*stands at a carry*" should read *presents saber*.

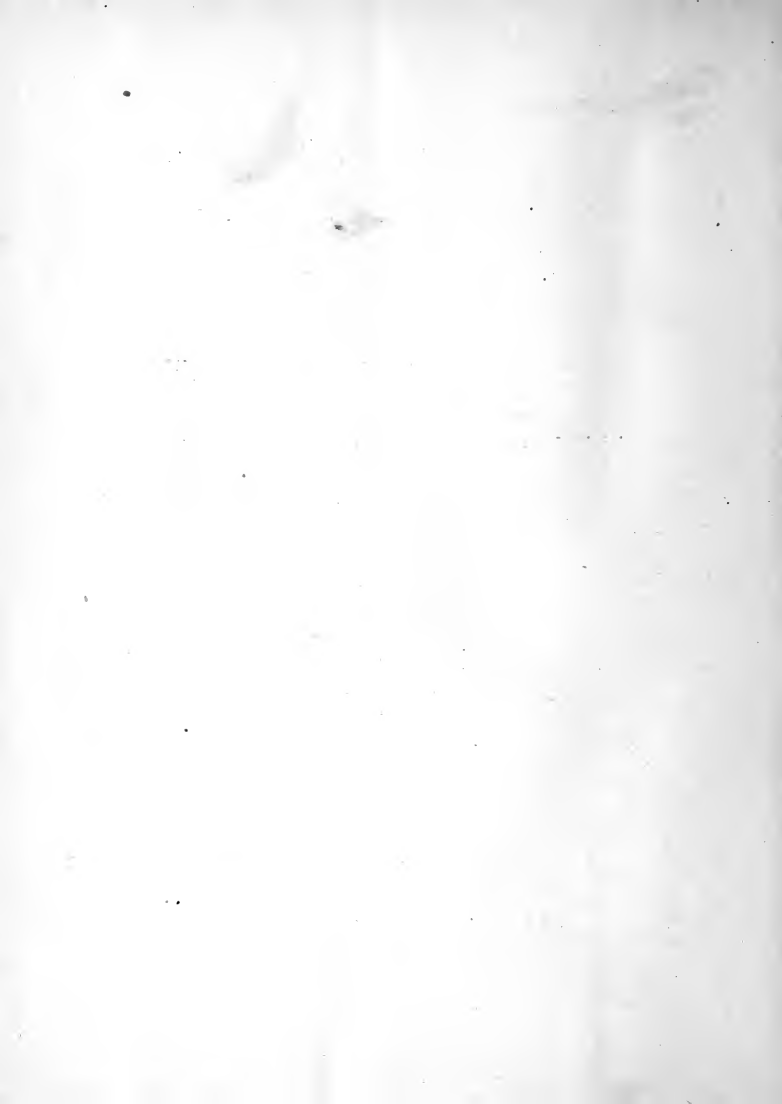
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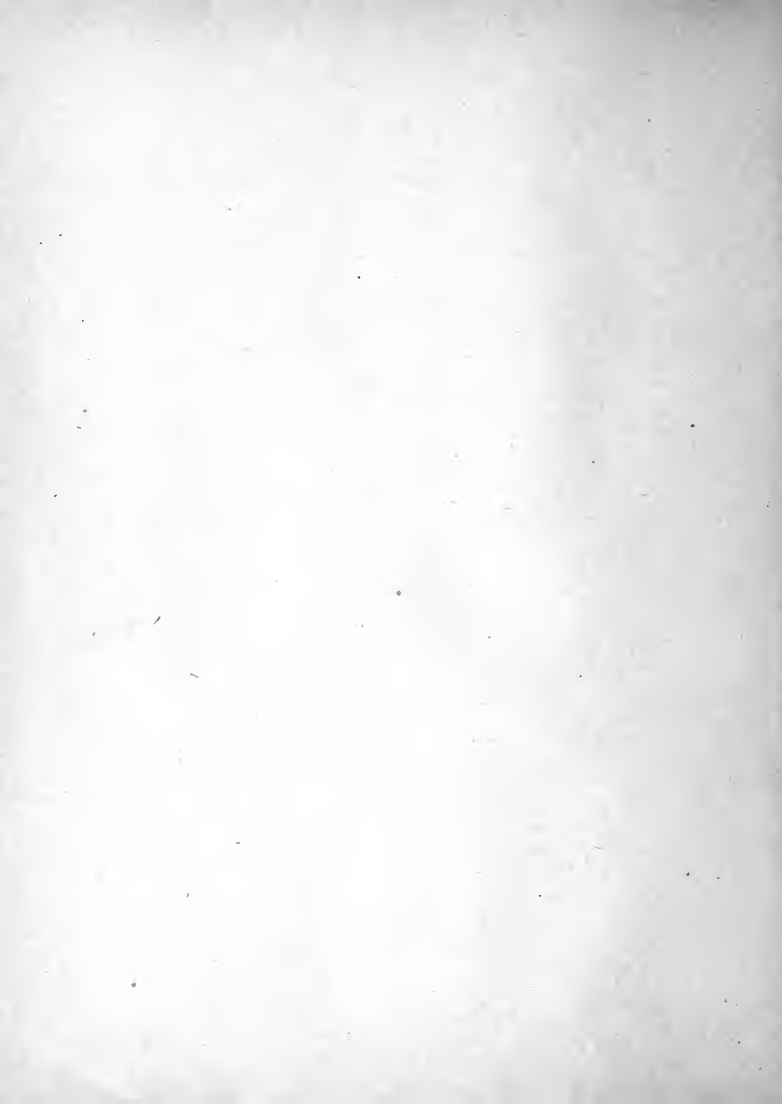
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